frci

isys
shaping IT environments

MAURITIUS GOVERNMENT PORTAL

User Guide for Webmasters

Tuesday, April 02, 2012

Contents

Overview 3

Actual Site 3

New Site 4

Overview of the Site Action 5

Concepts of creating folders in the documents library 5

Menu/Sites 7

Creation of a Menu 7

Another Step 9

Hiding a Menu 11

Ordering Of Menu 12

Adding SubSite / Pages / External Links to the Site 14

Adding Subsite 14

Adding a page to a site 14

Adding External links to the site 14

Ordering of Subpages in the Site 17

Updating a Page – Adding a page as a link in an existing Page 18

Changing the Title of a Page 18

To View the Newly Created Page and link it in the quick link section. 19

Creation of Link Pages – putting it in the quick link section 21

Adding Bookmarks in the same page and to external page 24

Changing the Links of Documents in a page – HTML Code 27

Changing the link of a single document in a page 27

Changing the link of Bulk documents in a page 27

Formatting the page layout of a menu – List Content Viewer 28

Web part 29

Adding of Web Part 29

Formatting a web part title (h2 tag) 31

Creating webpart same as Quicklinks for pdf document 33

Deleting Web Part 35

Adding the Media Library Folder 36

Documents 39
Uploading Documents in SharePoint 39
Uploading a document in the folder 41
..... 42
News and Events 43
Adding News 43
Deleting a news item 45
Adding an Event 46
Deteting an Event 46
Changing the Background Colour template of Ministry Site 47
Logo 48
Changing of Logo 48
Adding new images in highlights 51
Changing the banner photo 52
Footer Reordering 56
Version History – Recovering previously modified or deleted pages 57
Intranet 60
Announcement 60
Editing Announcement 60
Deleting an announcement 61
Document Library 61
Manage document Library 61
Create new Folder 62
Edit Folder 62
Delete Folders / Documents 62
Move Files From Folder to Folder 63
Calendar 64
Calendar – Event Type 64
Edit event Type 65
Delete Event Type 65

Overview

The objective of this user guide is to assist users in the content management of the new platform which the main government portal and other Ministries, Departments, and Parastatal Sites are hosted.

We have used the “OPSG” site as model to show to webmasters how the “actual” site is mapped to the new one. The whole architecture is based on Master Templates already validated and approved by the Portal Working Committee. Items in this user manual are those that can be customise per site.

The below images describes the actual and new site.

Actual Site

Logo
Links
Menu
Republic of Mauritius
Citizen | Government | Non-Citizen | Business
Office of Public Sector Governance (Under the aegis of the Prime Minister's Office)
Home
Mission, Vision & Values
About Us
Services
Customer Charter
Links
Downloadable Forms
FAQ
Workshops
Photo Gallery
Contact Us
Search
Public Procurement Portal
OPSG
OFFICE OF PUBLIC SECTOR GOVERNANCE
Welcome to the Office of Public Sector Governance
The Office of Public Sector Governance (OPSG) operates under the aegis of the Prime Minister's Office providing services on Public Sector Reform, Management Consultancy and Corporate Governance to Ministries, Departments, Parastatal Bodies, Local Authorities and other organisations within the Public Sector
Latest
"Talk by Prof Mervyz King on 27 November, 2012 at 14 hrs on "International Governance trends and corporate reporting in a changed world".
OPSG Publications
OPSG Annual Report 2011
Technical Reports
Report on the State of Corporate Governance in the Public Sector (Parastatal Bodies) 2011
Workshops
Corporate Governance Code

New Site

The New Logo

Banner Image

Menu

Links For Docs

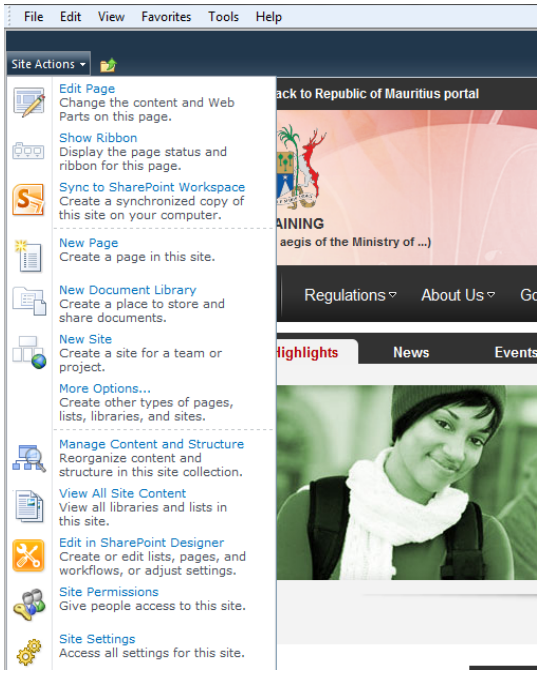
New web part

Links for pages

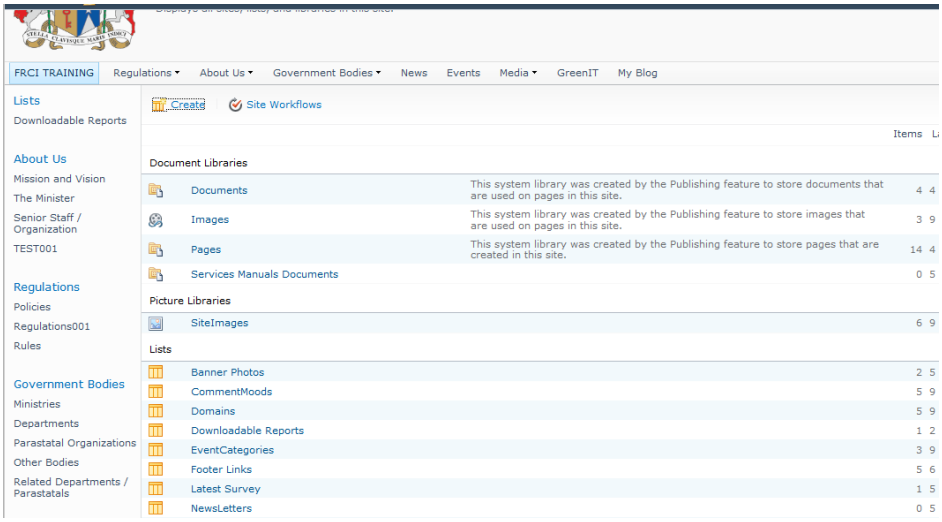
& Sites

Back to Republic of Mauritius portal
OPSG
Office of Public Sector Governance (OPSG)
About Us
Services
Customer Charter
Workshops
Links
Downloadable Form
Media
Highlights
News
Events
OPSG Annual Report 2011
important forms
Quick Links - Middle Left Test
Welcome to the Office of Public Sector Governance
The Office of Public Sector Governance (OPSG) operates under the aegis of the Prime Minister's Office providing services on Public Sector Reform, Management Consultancy and Corporate Governance to Ministries, Departments, Parastatal Bodies, Local Authorities and other organisations within the Public Sector
Access
Public Procurement
Website
Survey
Poll- Test
No Active Poll
Sign Up for Newsletter

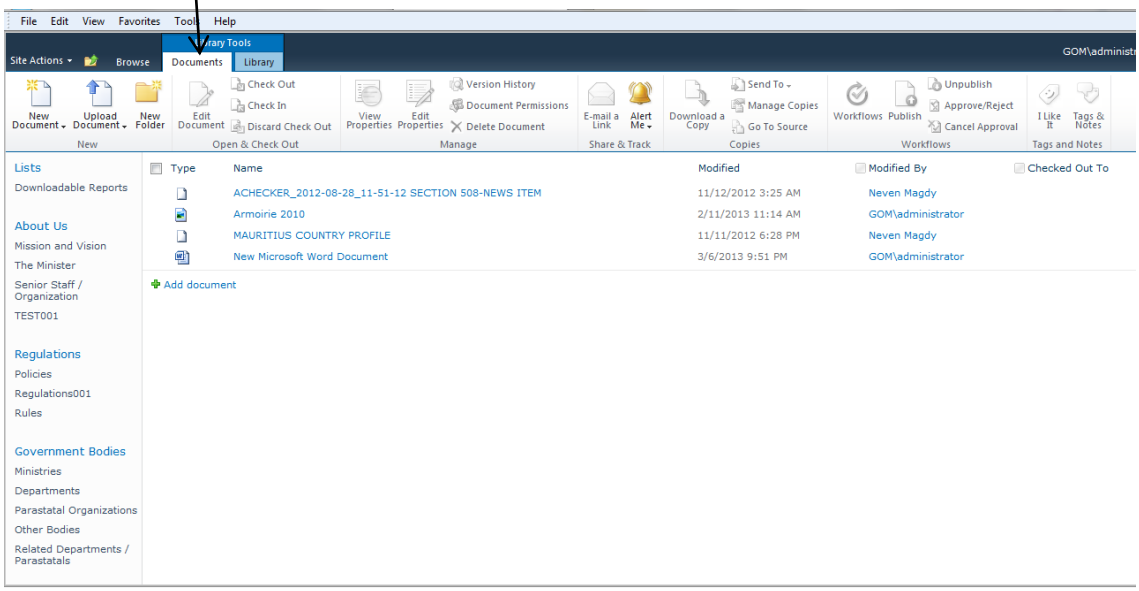
Overview of the Site Action


File Edit View Favorites Tools Help
Site Actions
Edit Page
Change the content and Web Parts on this page.
Show Ribbon
Display the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.
Edit in SharePoint Designer
Create or edit lists, pages, and workflows, or adjust settings.
Site Permissions
Give people access to this site.
Site Settings
Access all settings for this site.
ack to Republic of Mauritius portal
AINING
aegis of the Ministry of ...)
Regulations
About Us
ighlights
News
Events

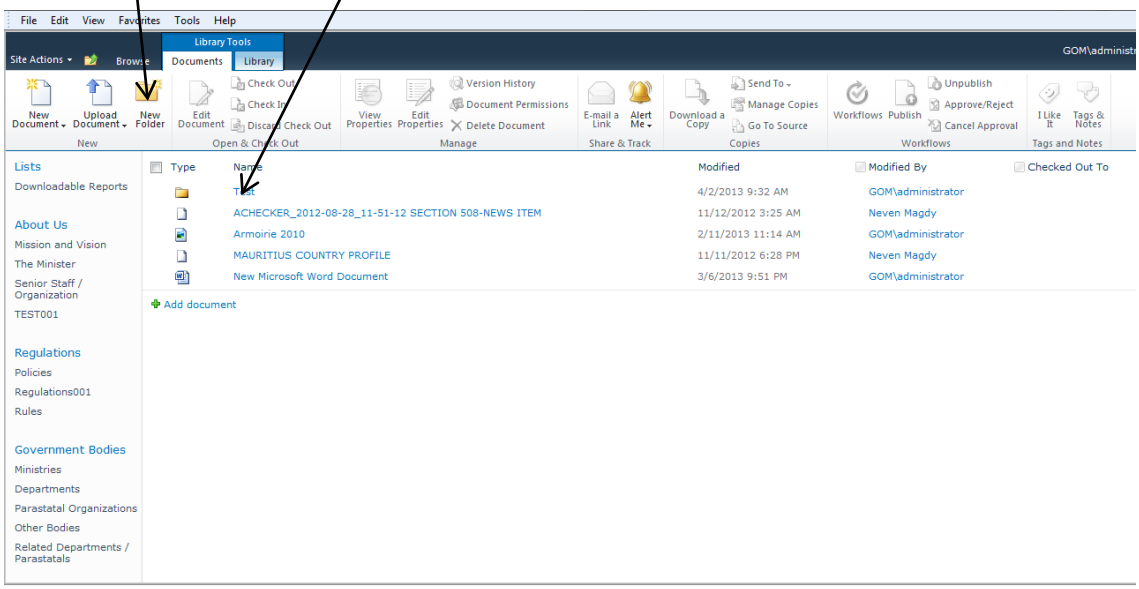
Concepts of creating folders in the documents library



Click on Documents



Click on folder to create a folder



Menu/Sites

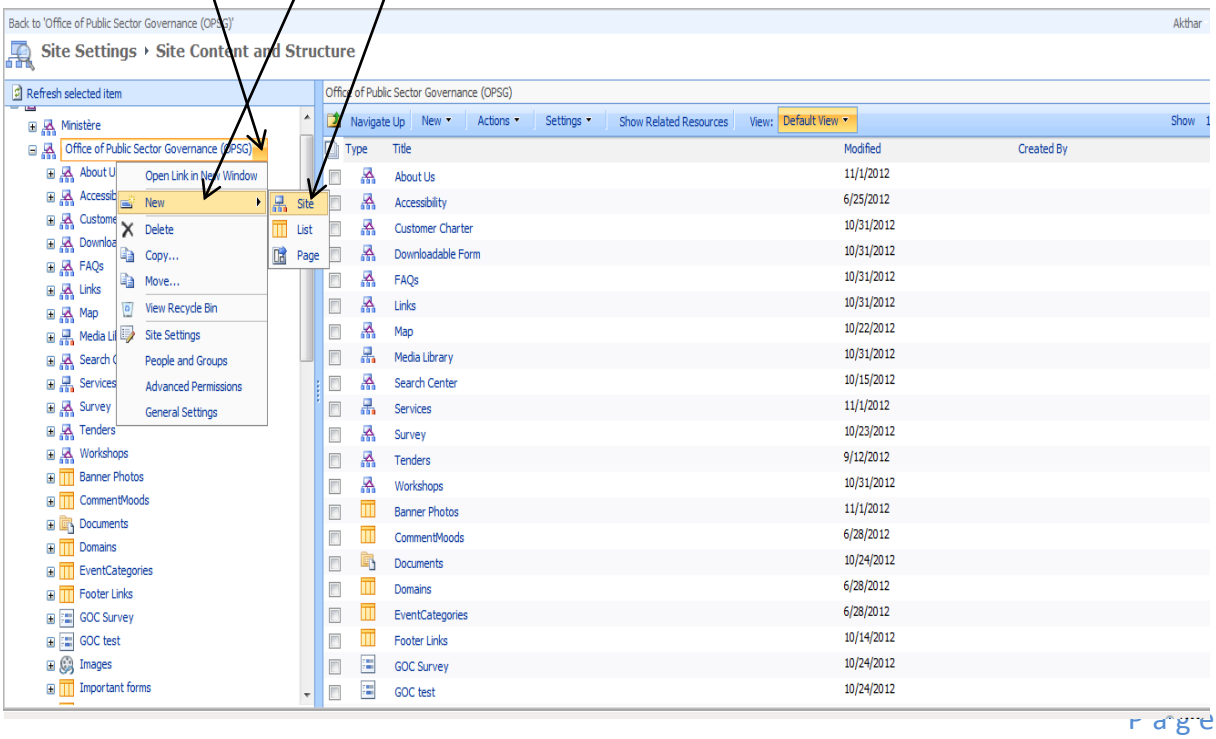
Creation of a Menu

1) Click on **site action →Manage site structure and contents**

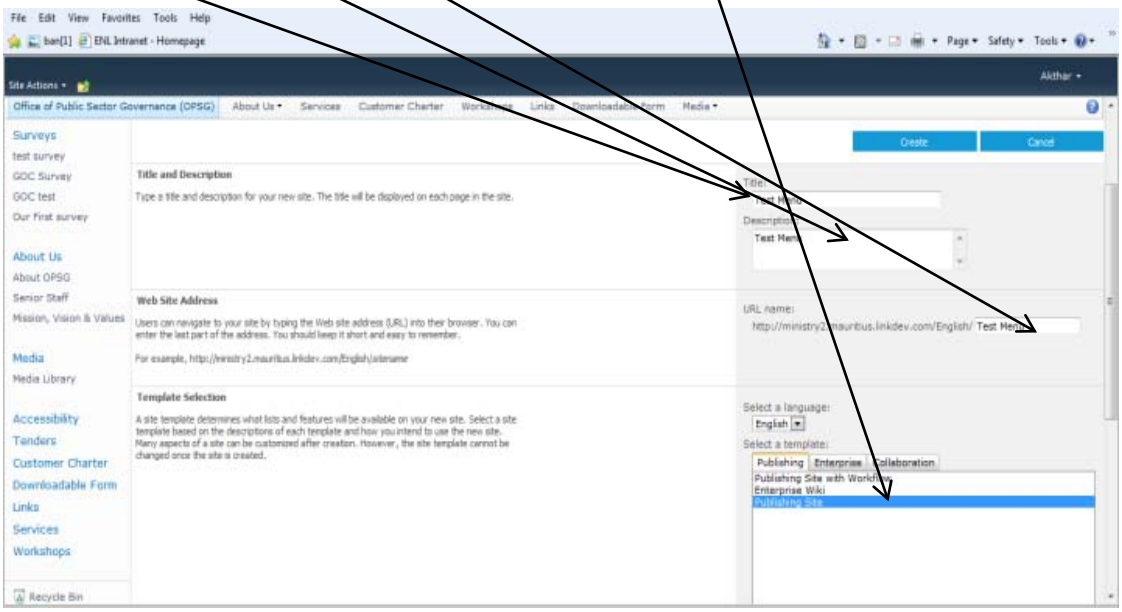
Site Actions
Edit Page
Change the content and Web Parts on this page.
Show Ribbon
Display the page status and ribbon for this page.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.
Edit in SharePoint Designer
Create or edit lists, pages, and workflows, or adjust settings.
Site Permissions
Give people access to this site.
Public Sector Governance (OPSG)
About Us
Services
Customer Charter
Workshops
Links
Downloadable Form
Media
News
Events
OPSG Annual Report 2011
important forms

Here we want to create a Menu Under the OPSG Ministry - on the same level as About us

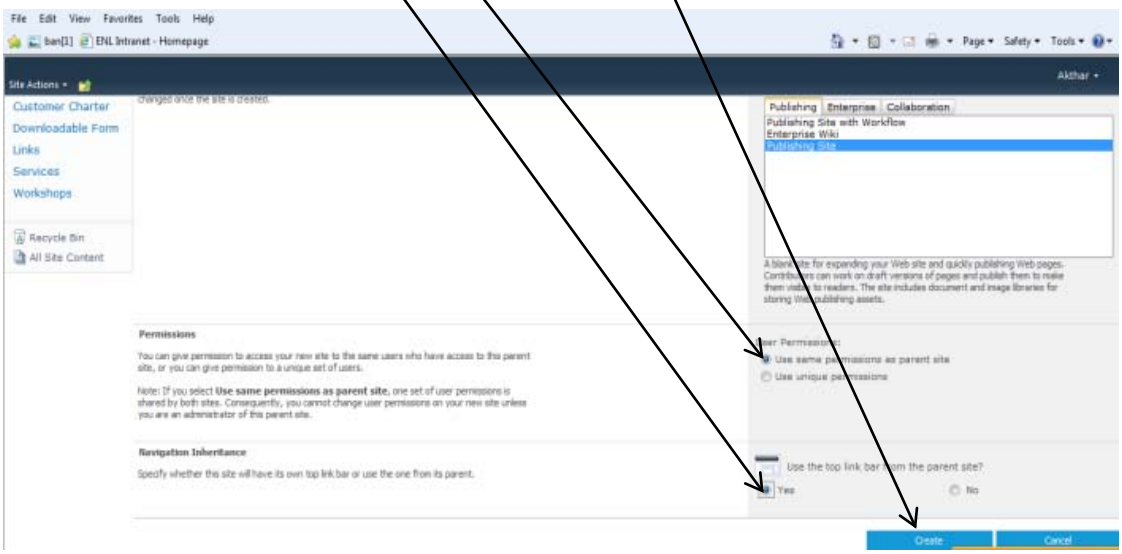
2) Click on the **Arrow→New→Site**



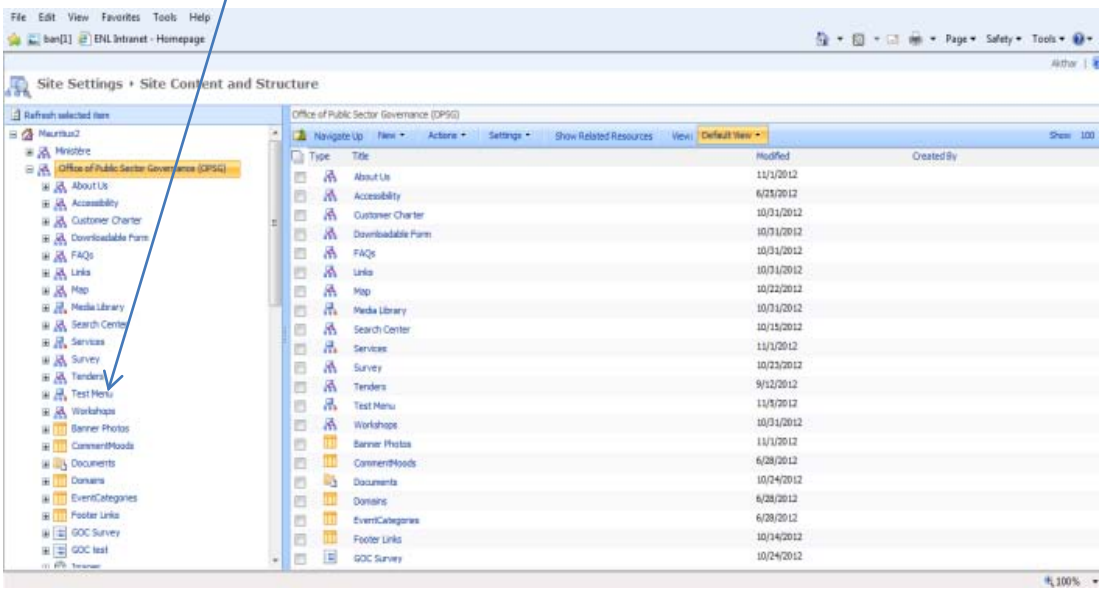
3) Type in the **Title→Description→ URL** and Select **Publishing Site**


Site Actions
Office of Public Sector Governance (OPSG)
About Us
Services
Customer Charter
Surveys
test survey
GOC Survey
GOC test
Our first survey
About Us
About OPSG
Senior Staff
Mission, Vision & Values
Media
Media Library
Accessibility
Tenders
Customer Charter
Downloadable Form
Links
Services
Workshops
Recycle Bin
Create
Cancel
Title and Description
Type a title and description for your new site. The title will be displayed on each page in the site.
Title:
Description:
Web Site Address
Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.
For example, http://ministry2.mauritius.linkdev.com/English/sitename
URL name:
http://ministry2.mauritius.linkdev.com/English/
Template Selection
A site template determines what lists and features will be available on your new site. Select a site template based on the descriptions of each template and how you intend to use the new site. Many aspects of a site can be customized after creation. However, the site template cannot be changed once the site is created.
Select a language:
English
Select a template:
Publishing
Enterprise
Collaboration
Publishing Site with Workflow
Enterprise Wiki
Publishing Site

4) Scroll Down, tick on the above **two options** and click on **Create.**



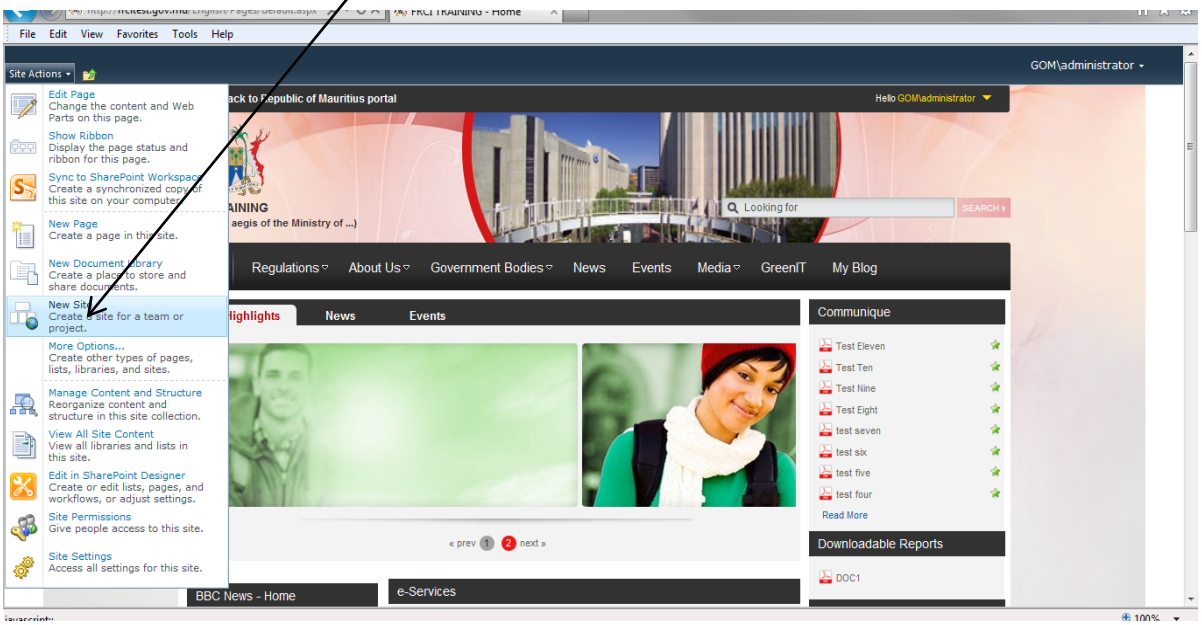
The newly created site is displayed as shown below.



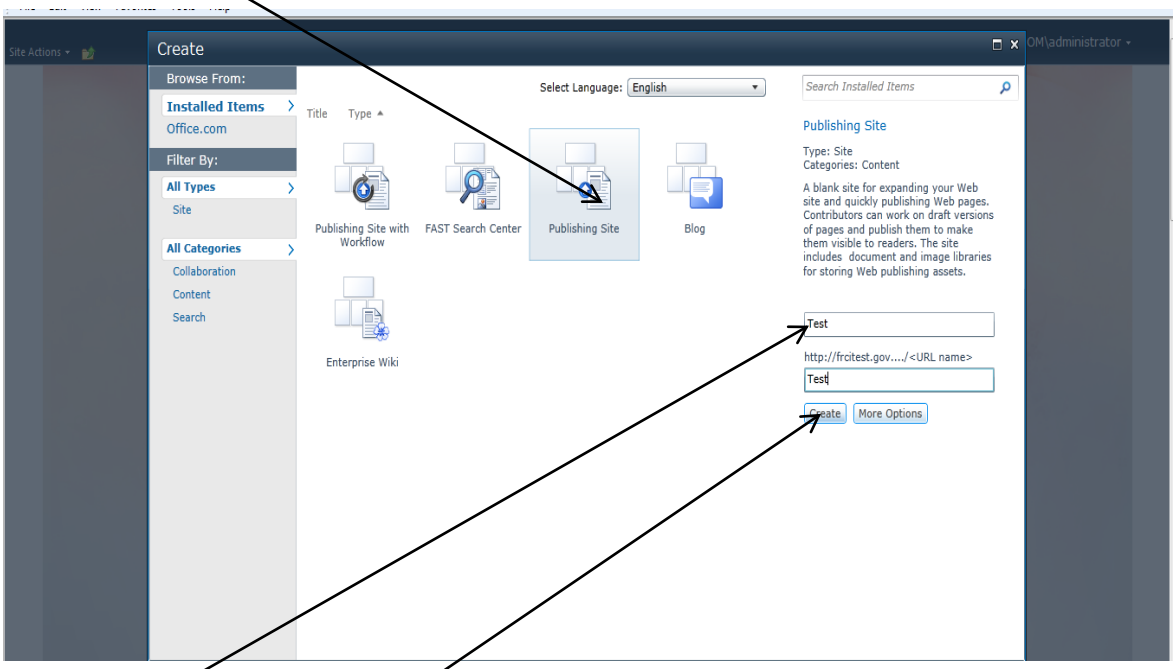
Another Step

From The Home Page

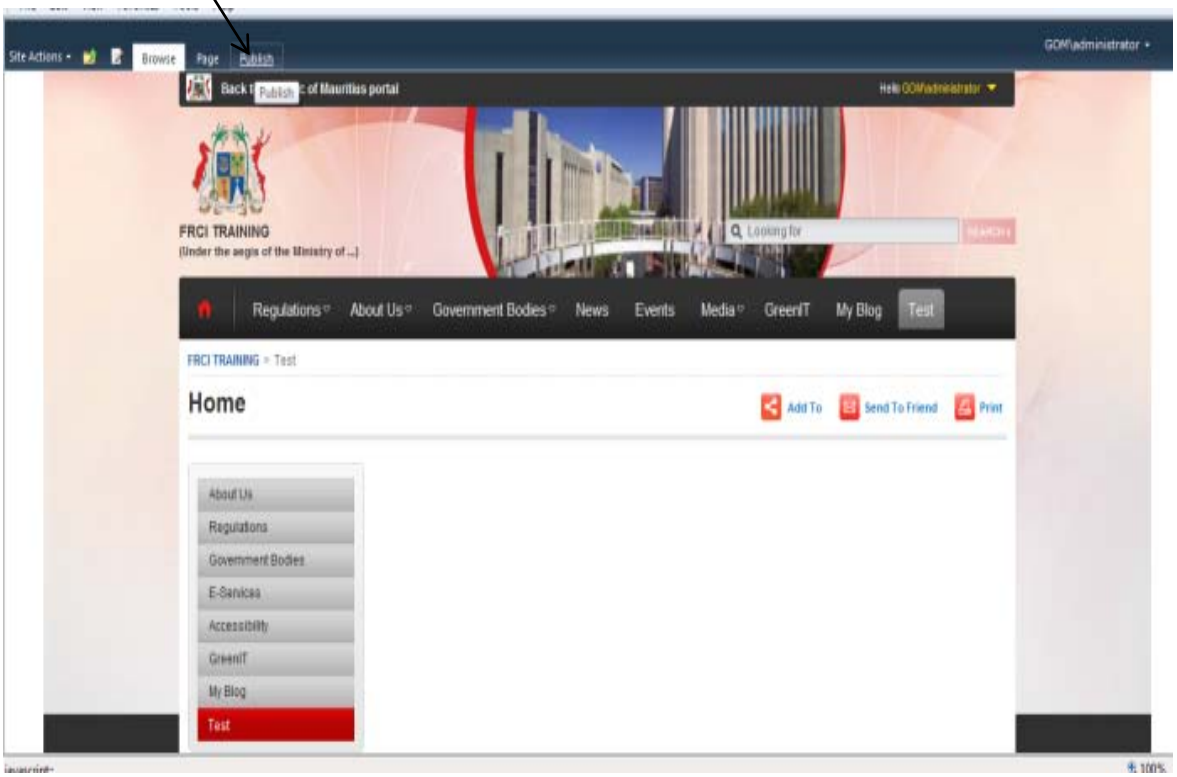
1. Click on Site Action – New Site - Publishing Site


Site Actions
Edit Page
Change the content and Web Parts on this page.
Show Ribbon
Display the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.
Edit in SharePoint Designer
Create or edit lists, pages, and workflows, or adjust settings.
Site Permissions
Give people access to this site.
Site Settings
Access all settings for this site.
GOM\administrator
Regulations
About Us
Government Bodies
News
Events
Media
GreenIT
My Blog
Communique
Downloadable Reports
BBC News - Home
e-Services

2. Click on Publishing Site

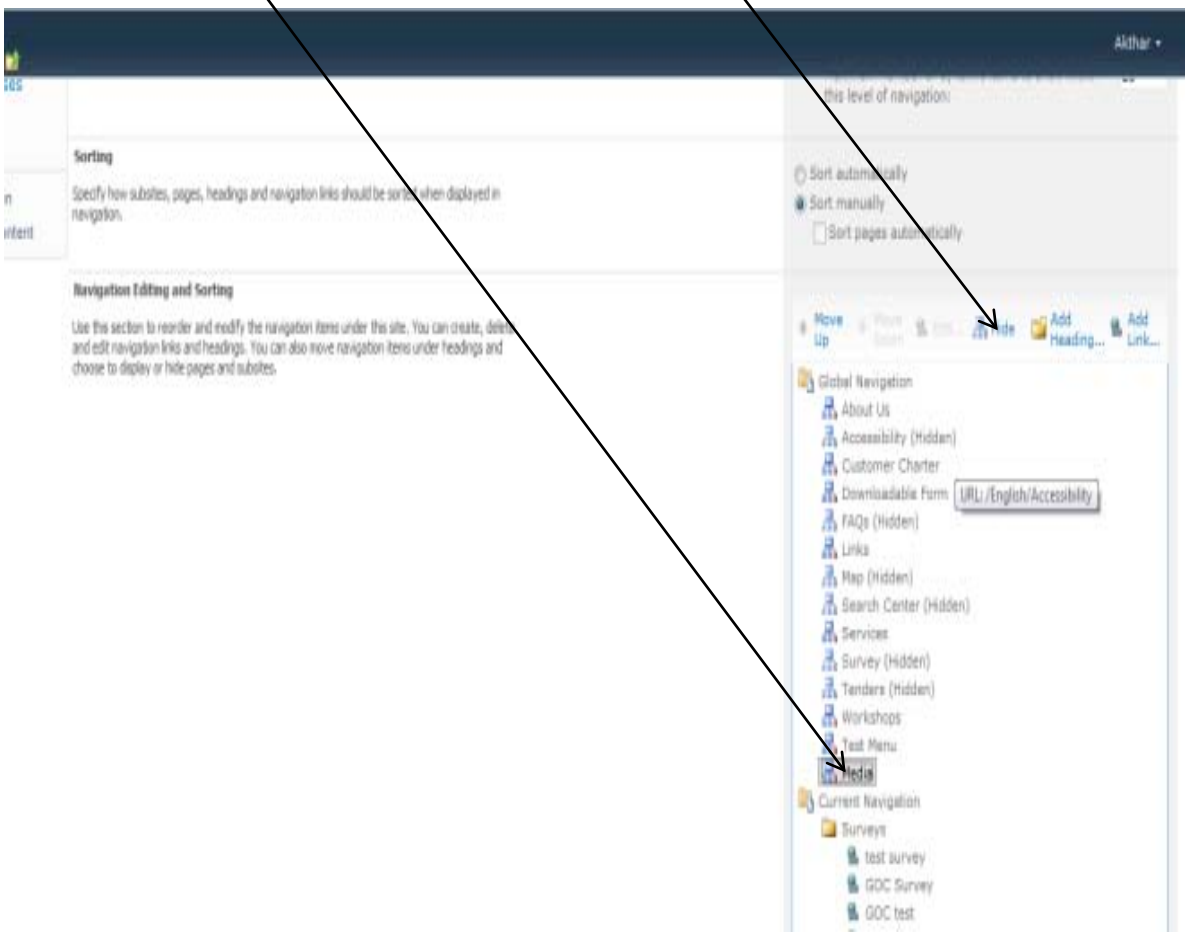


3. Give it a name and click on Create
4. Click on publish



Hiding a Menu

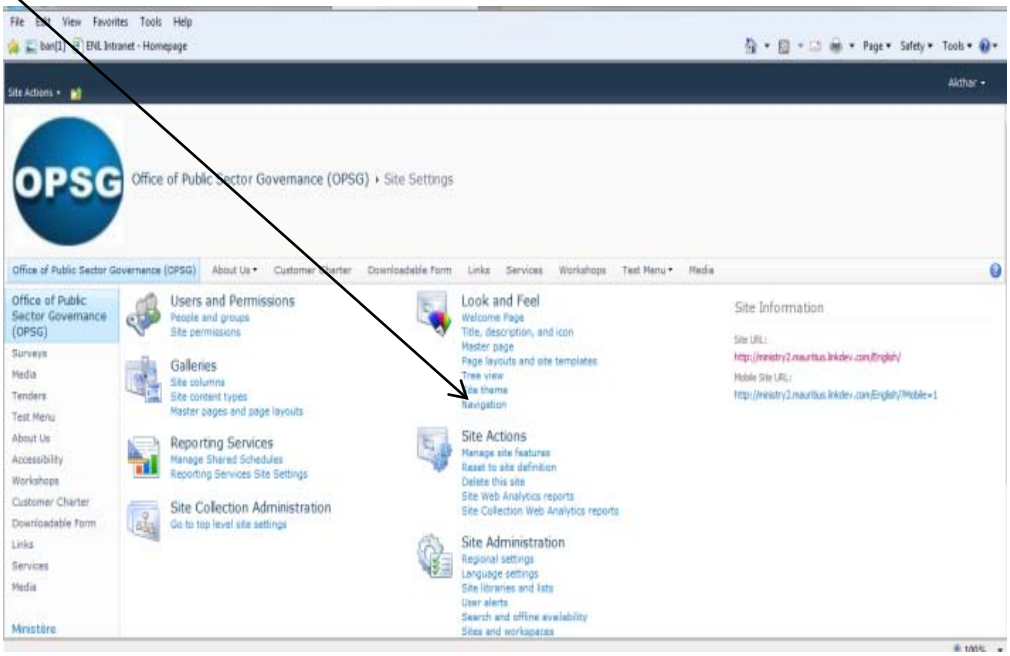
1. Click on Site Action - Site Setting
2. Click on Navigation
3. Select the menu which you want to hide and click on Hide and then click on ok to close the form



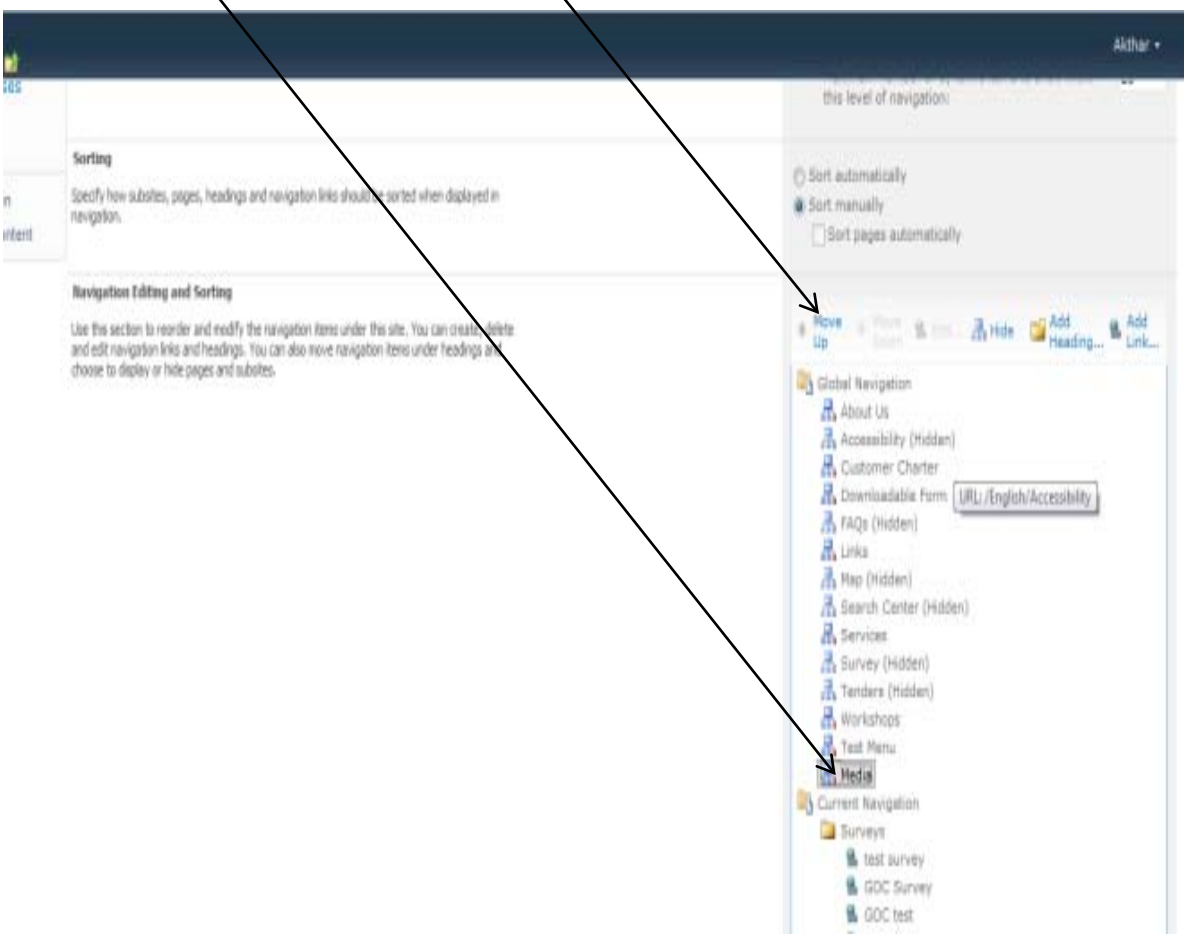
Ordering Of Menu

Click on **Site Action** -**Site Setting**

Click on **Navigation**



Click on the **Menu** and use the **up and down arrow** to move it up and down to change the position.



Adding SubSite / Pages / External Links to the Site

Adding Subsite

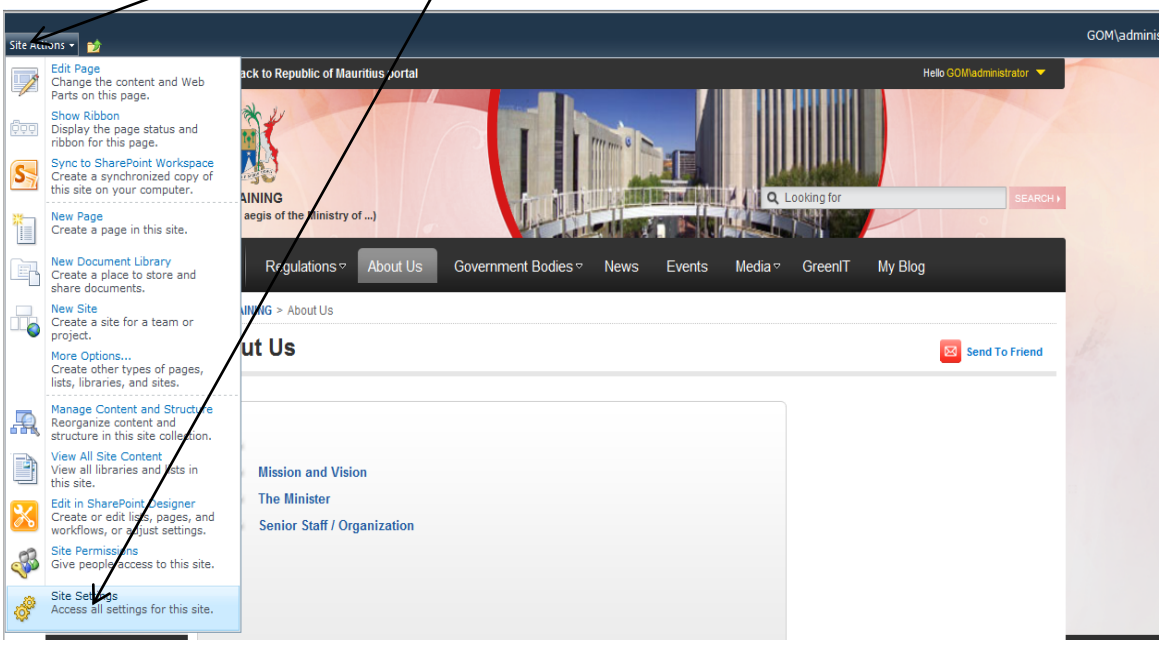
1. Click on the Site
2. Click on Site Action – New Site
3. Choose publishing Site – Give it a name and click on Create
4. Click on Publish

Adding a page to a site

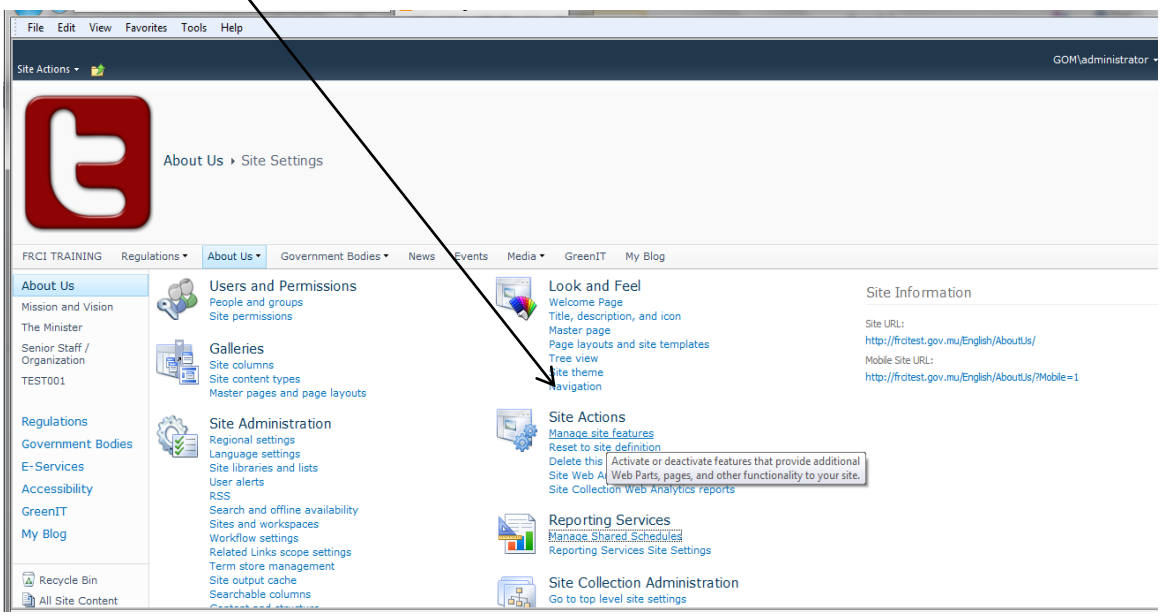
1. Click on the Site
2. Click on Site Action – New Page
3. Choose Inner with Print and Bookmarking
4. Add Content and publish the page

Adding External links to the site

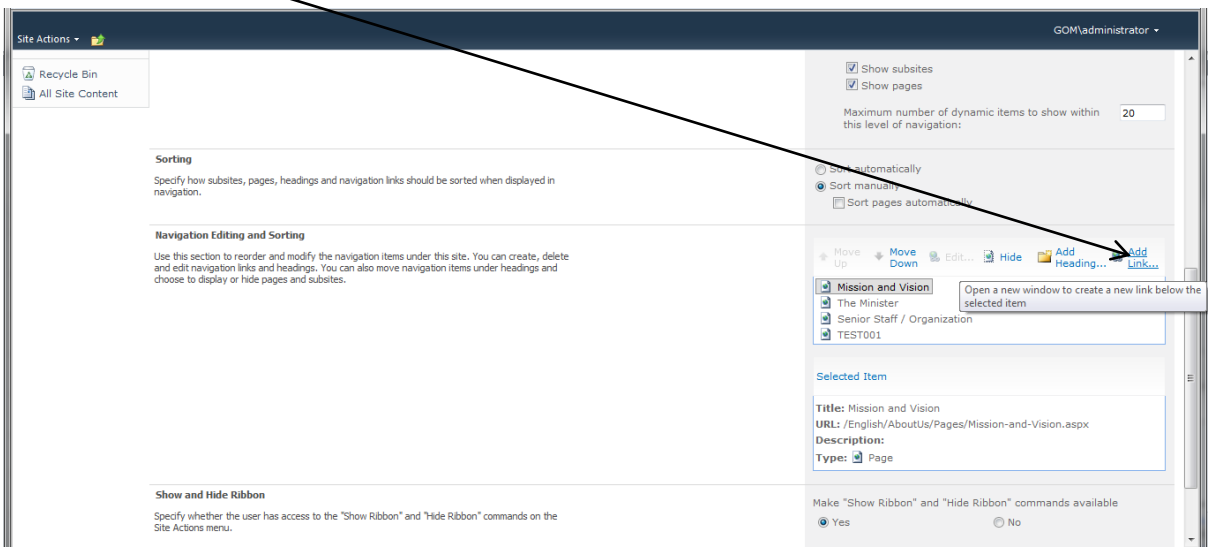
1. Click on the Site
2. Click on Site Action – Site Setting


Site Actions
Edit Page
Change the content and Web Parts on this page.
Show Ribbon
Display the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.
Edit in SharePoint Designer
Create or edit lists, pages, and workflows, or adjust settings.
Site Permissions
Give people access to this site.
Site Settings
Access all settings for this site.
Hello GOM\administrator
Looking for
SEARCH
Regulations
About Us
Government Bodies
News
Events
Media
GreenIT
My Blog
Send To Friend
Mission and Vision
The Minister
Senior Staff / Organization

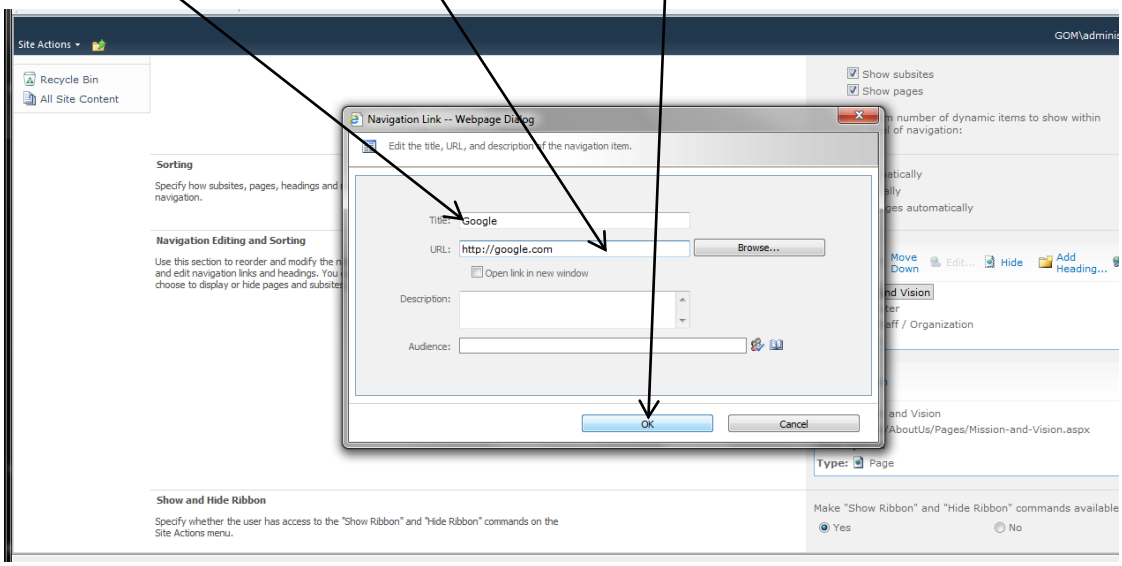
Click on Navigation



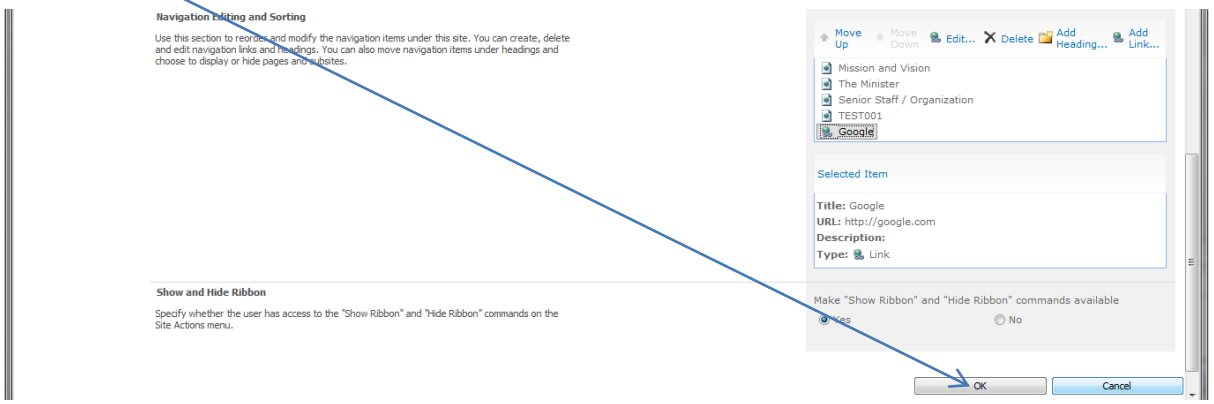
Click on Add Link


Site Actions
GOM\administrator
Recycle Bin
All Site Content
Show subsites
Show pages
Maximum number of dynamic items to show within this level of navigation:
20
Sorting
Specify how subsites, pages, headings and navigation links should be sorted when displayed in navigation.
Sort automatically
Sort manually
Sort pages automatically
Navigation Editing and Sorting
Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subsites.
Move Up
Move Down
Edit...
Hide
Add Heading...
Add Link...
Mission and Vision
The Minister
Senior Staff / Organization
TEST001
Open a new window to create a new link below the selected item
Selected Item
Title: Mission and Vision
URL: /English/AboutUs/Pages/Mission-and-Vision.aspx
Description:
Type: Page
Show and Hide Ribbon
Specify whether the user has access to the "Show Ribbon" and "Hide Ribbon" commands on the Site Actions menu.
Make "Show Ribbon" and "Hide Ribbon" commands available
Yes
No

Type the title of the Link and the Url and then click on Ok

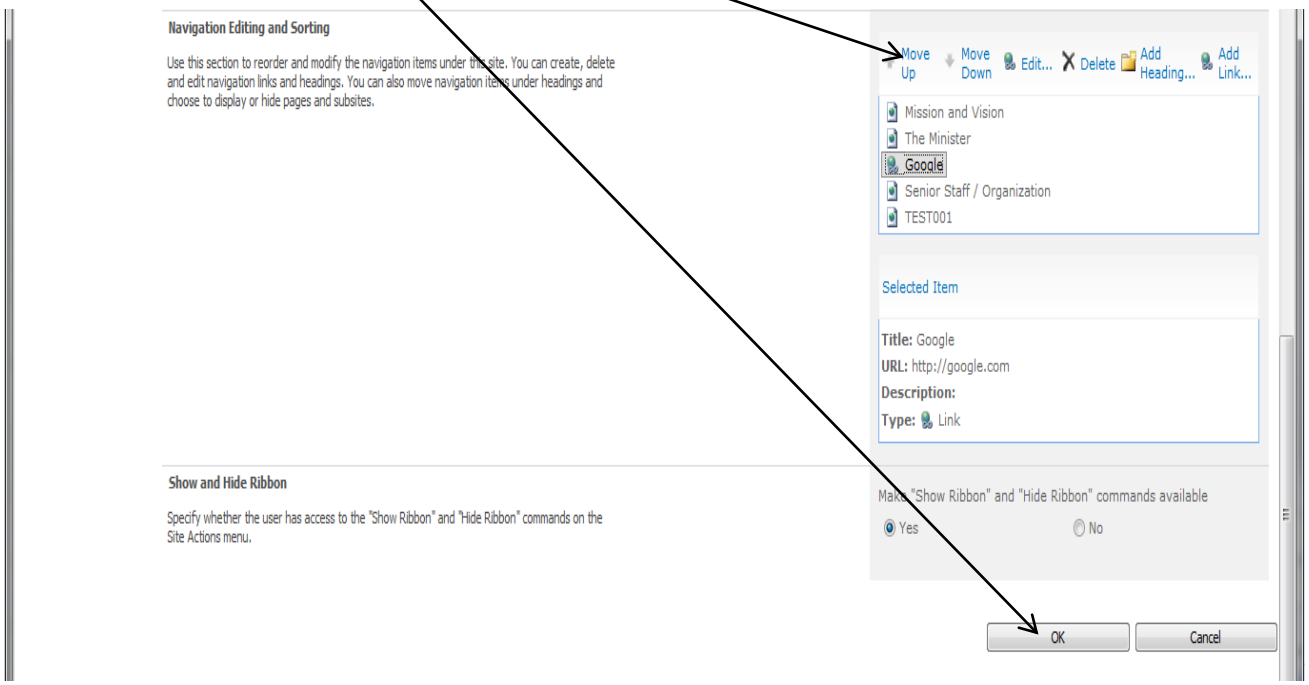


Click on Ok to close the Form


Navigation Editing and Sorting
Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subsites.
Move Up
Move Down
Edit...
Delete
Add Heading...
Add Link...
Mission and Vision
The Minister
Senior Staff / Organization
TEST001
Google
Selected Item
Title: Google
URL: http://google.com
Description:
Type: Link
Show and Hide Ribbon
Specify whether the user has access to the "Show Ribbon" and "Hide Ribbon" commands on the Site Actions menu.
Make "Show Ribbon" and "Hide Ribbon" commands available
Yes
No
OK
Cancel

Ordering of Subpages in the Site

1. Click on the Site
2. Click on Site Action – Site Setting – Navigation
3. Click the pages to move it up or down
4. When finished click on ok


Navigation Editing and Sorting
Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subsites.
Move Up
Move Down
Edit...
Delete
Add Heading...
Add Link...
Mission and Vision
The Minister
Google
Senior Staff / Organization
TEST001
Selected Item
Title: Google
URL: http://google.com
Description:
Type: Link
Show and Hide Ribbon
Specify whether the user has access to the "Show Ribbon" and "Hide Ribbon" commands on the Site Actions menu.
Make "Show Ribbon" and "Hide Ribbon" commands available
Yes
No
OK
Cancel

Updating a Page – Adding a page as a link in an existing Page

1. Click on the Page
2. Click on Site Action – Edit Page
3. Add the Required content or delete the specific content
4. Type the name of the page which point to the external link
5. Highlight the text
6. Click on Insert link - from SharePoint if the page is found in SharePoint if not from Address if it is an External Link
7. Type or paste the URL of the Page
8. Click on save and Close and Publish to publish the page

Changing the Title of a Page

1. Click on the page and Click on Edit page
2. In the Title Box – Change the Title of the page and click on save and close and publish

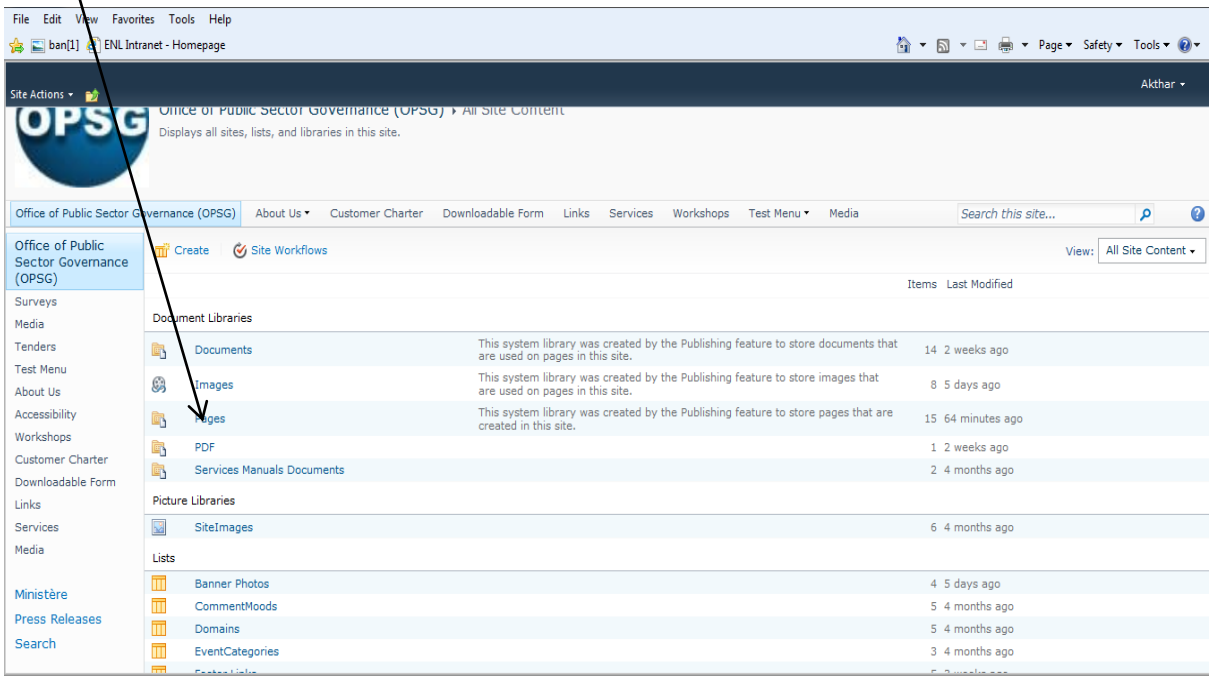
If the page is added as a sublink in a menu

1. Click on the Menu
2. Click on Site Action – Site Setting – Navigation
3. Click on the Link - Click on Edit
4. Change the Title of the Link and click on ok to close the form.

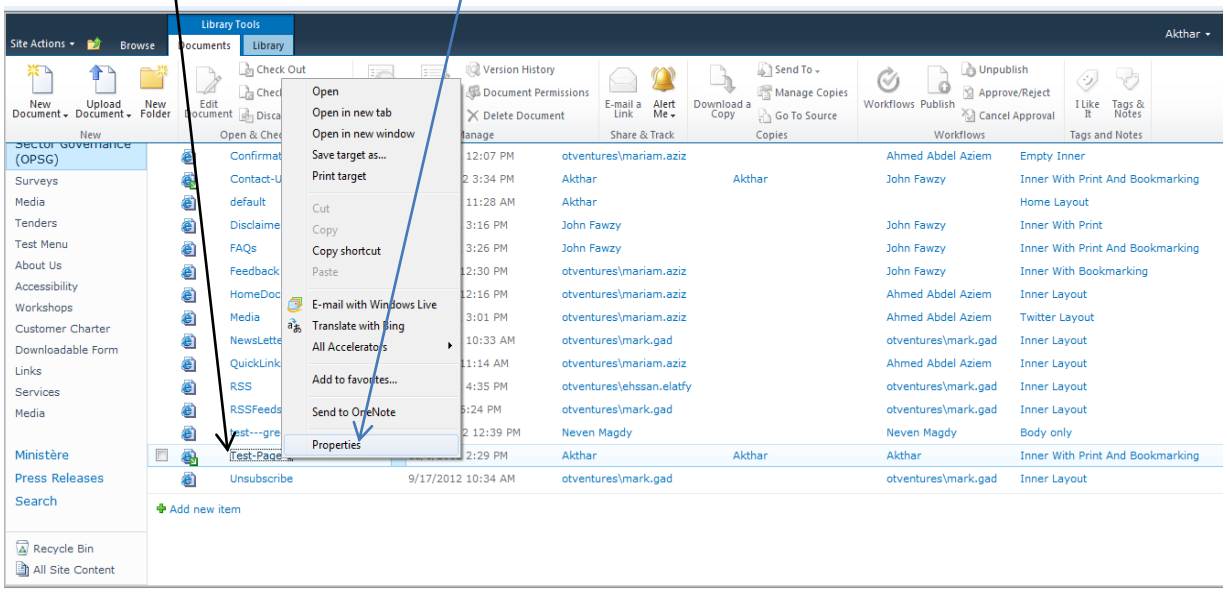
To View the Newly Created Page and link it in the quick link section.

1. Click on **site action** - **view all site content**

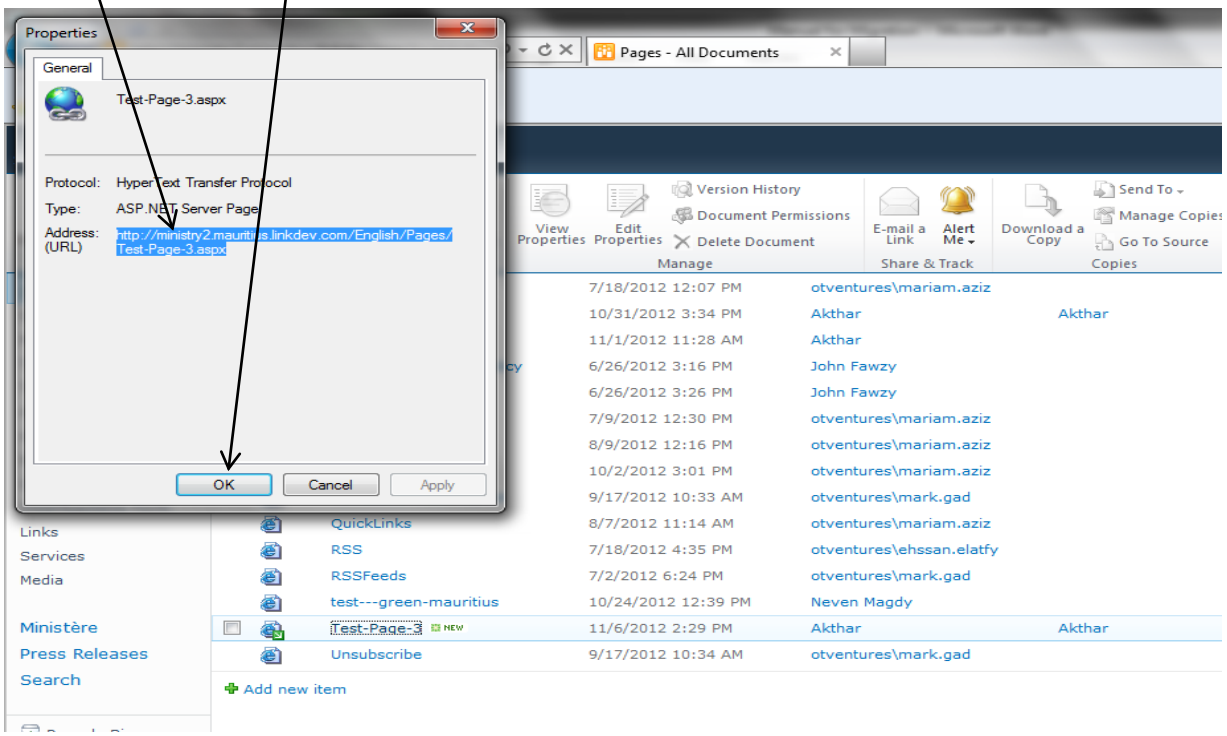
2. Click on **Pages**



3. Right Click on the **page** and Click on **Properties**

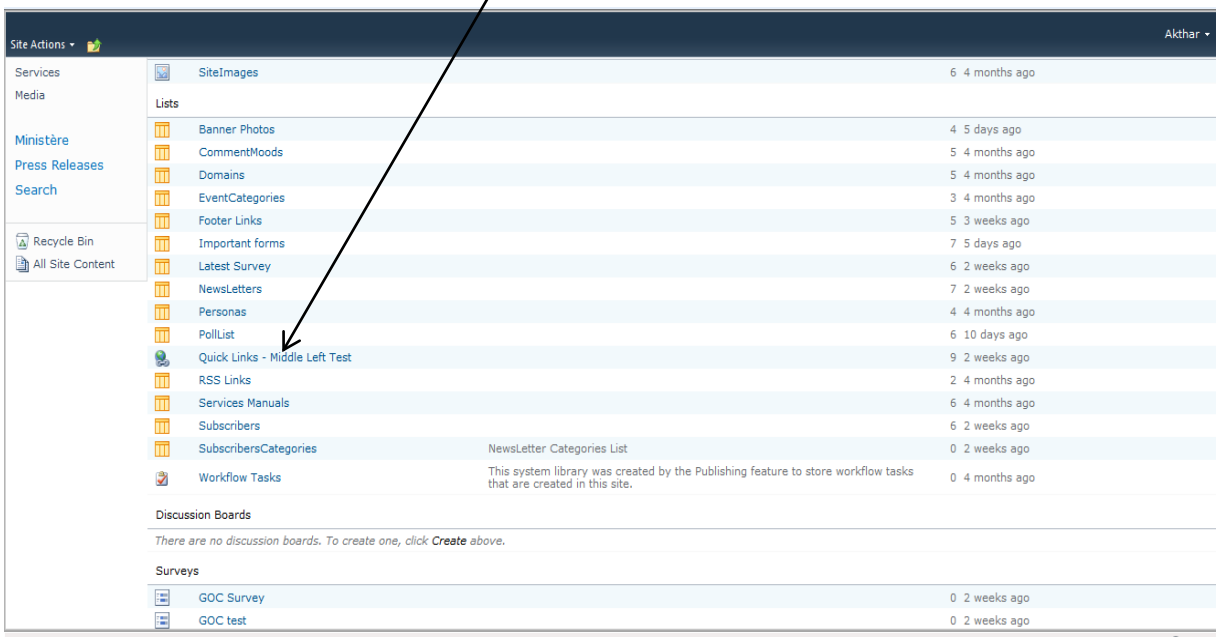


4. Copy the **URL** and click on **ok.**

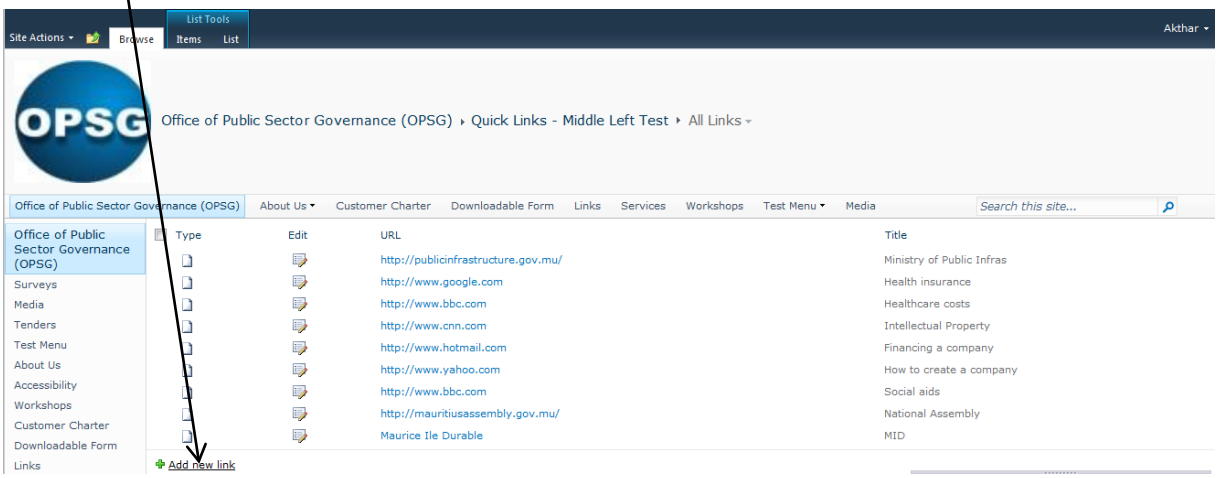


Creation of Link Pages – putting it in the quick link section

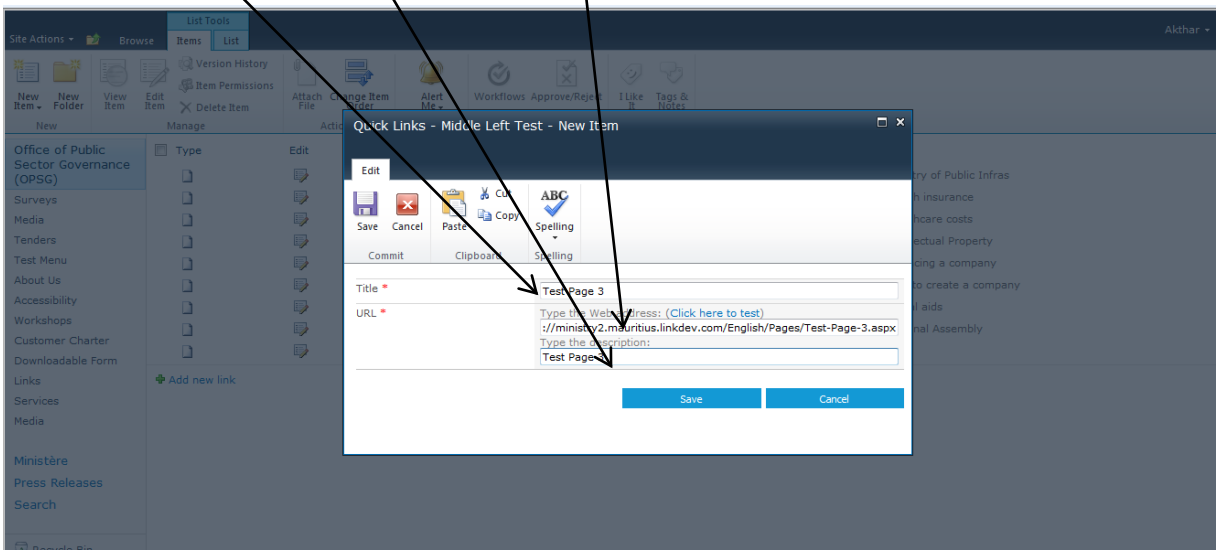
1. Go to **site action** - **view all site contents – quick links middle left test**


Site Actions
Akthar
Services
Media
Ministère
Press Releases
Search
Recycle Bin
All Site Content
SiteImages 6 4 months ago
Lists
Banner Photos 4 5 days ago
CommentMoods 5 4 months ago
Domains 5 4 months ago
EventCategories 3 4 months ago
Footer Links 5 3 weeks ago
Important forms 7 5 days ago
Latest Survey 6 2 weeks ago
NewsLetters 7 2 weeks ago
Personas 4 4 months ago
PollList 6 10 days ago
Quick Links - Middle Left Test 9 2 weeks ago
RSS Links 2 4 months ago
Services Manuals 6 4 months ago
Subscribers 6 2 weeks ago
SubscribersCategories NewsLetter Categories List 0 2 weeks ago
Workflow Tasks This system library was created by the Publishing feature to store workflow tasks that are created in this site. 0 4 months ago
Discussion Boards
There are no discussion boards. To create one, click Create above.
Surveys
GOC Survey 0 2 weeks ago
GOC test 0 2 weeks ago

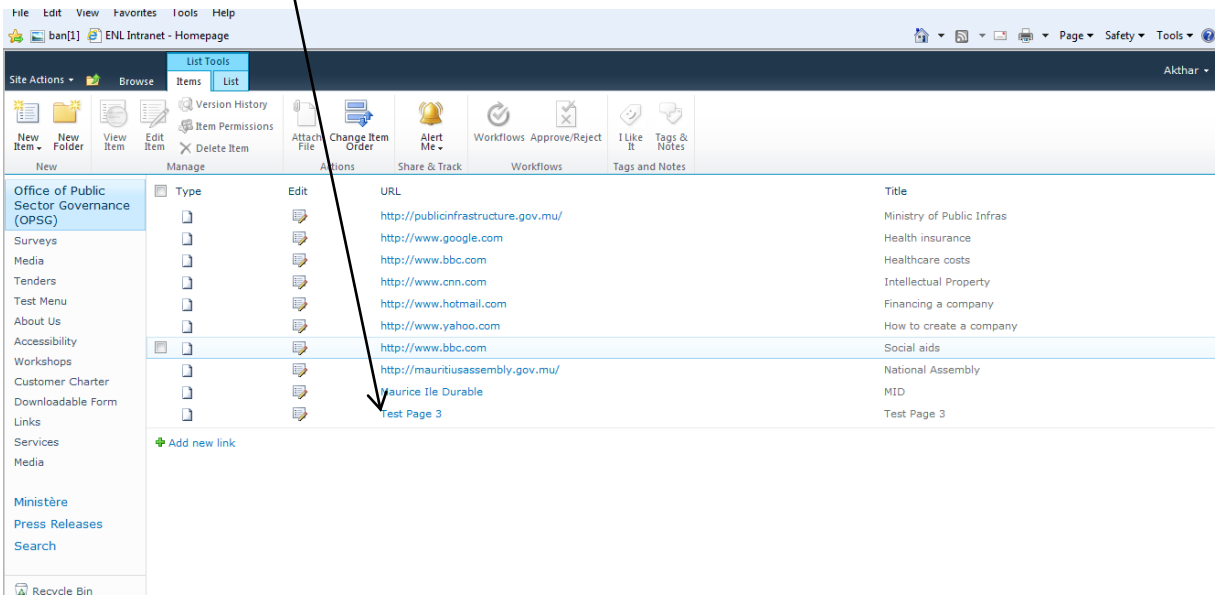
2. Click on **add new link**



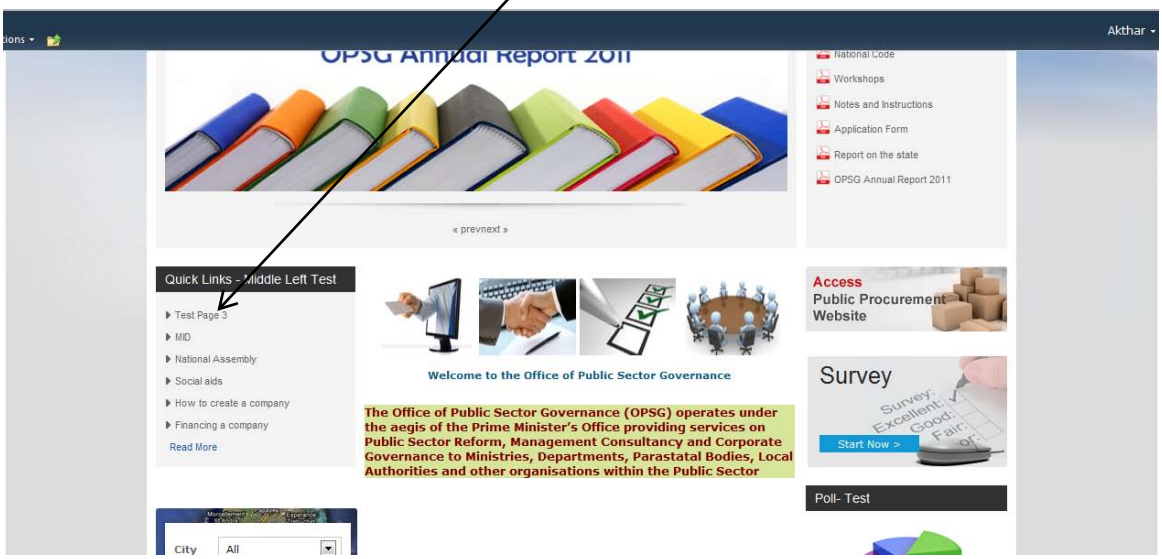
3. Type in the **title and description** and paste the **URL** of the previously copied link in the url section.



4. The Newly created page is added in the Quick Links Section



5. The Newly added Link page in the Quick link Section as Shown Below.


Akthar
OPSG Annual Report 2011
« prevnext »
National Code
Workshops
Notes and Instructions
Application Form
Report on the state
OPSG Annual Report 2011
Quick Links - Middle Left Test
Test Page 3
MID
National Assembly
Social aids
How to create a company
Financing a company
Read More
Welcome to the Office of Public Sector Governance
The Office of Public Sector Governance (OPSG) operates under the aegis of the Prime Minister's Office providing services on Public Sector Reform, Management Consultancy and Corporate Governance to Ministries, Departments, Parastatal Bodies, Local Authorities and other organisations within the Public Sector
Access
Public Procurement
Website
Survey
Start Now >
Poll- Test
City
All

Adding Bookmarks in the same page and to external page

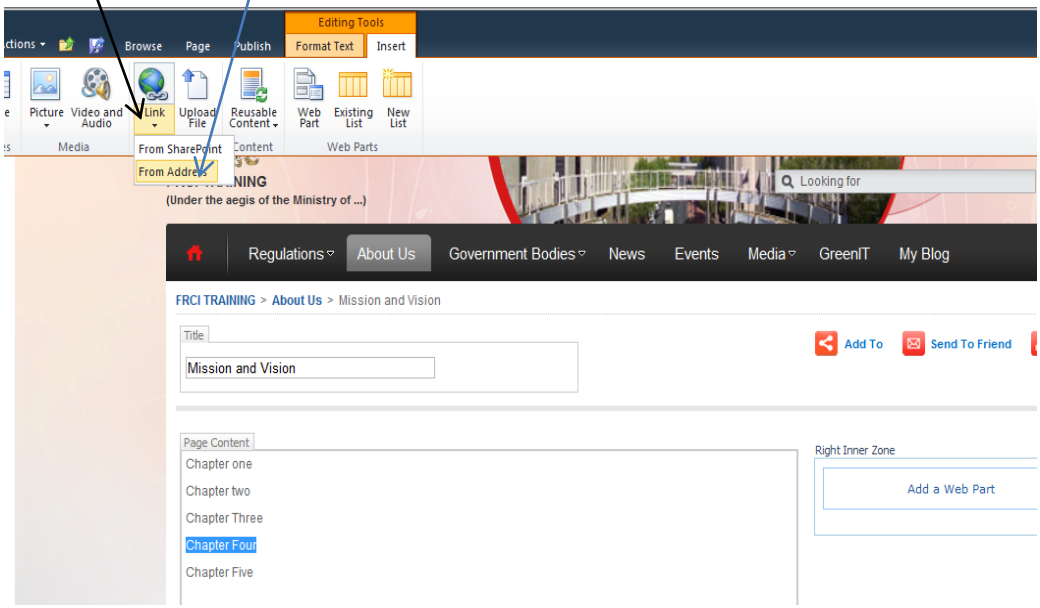
1. Create your jump link.

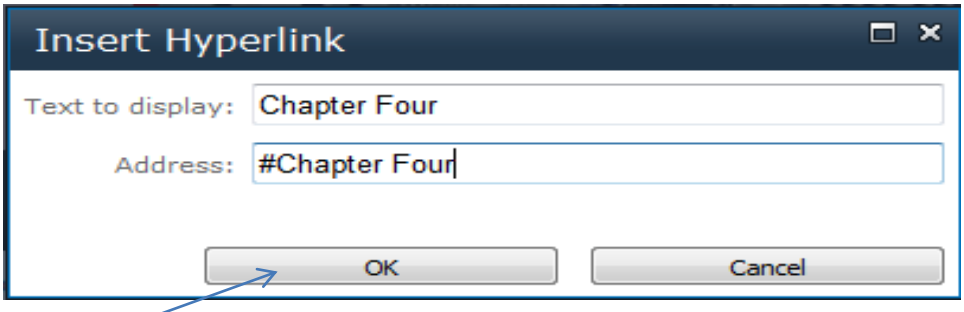
a.Position your cursor where you want to create the link.

b.Select Insert from the Editing Tools at the top.

c.Click on “Link” select “From Address”.

d.Fill out the form:



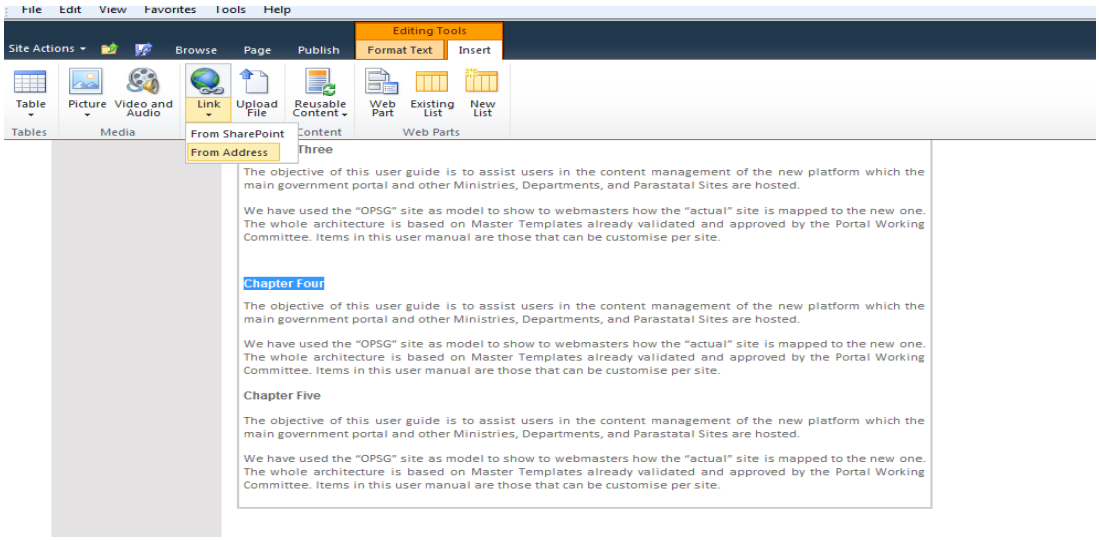


e.Click on OK

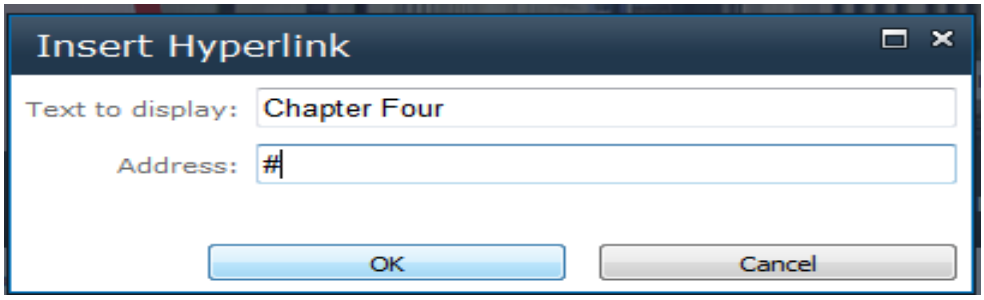
2. Create your bookmark for the jump link.

a.Select the Jumplink

b. Click on Link - From Address

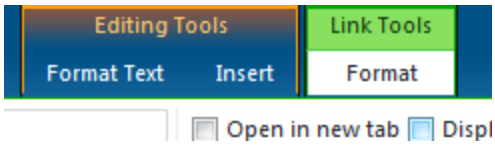

File Edit View Favorites Tools Help
Site Actions
Browse
Page
Publish
Editing Tools
Format Text
Insert
Table
Picture
Video and Audio
Link
Upload File
Reusable Content
Web Part
Existing List
New List
Tables
Media
Content
Web Parts
From SharePoint
From Address
Three
The objective of this user guide is to assist users in the content management of the new platform which the main government portal and other Ministries, Departments, and Parastatal Sites are hosted.
We have used the "OPSG" site as model to show to webmasters how the "actual" site is mapped to the new one. The whole architecture is based on Master Templates already validated and approved by the Portal Working Committee. Items in this user manual are those that can be customise per site.
Chapter Four
The objective of this user guide is to assist users in the content management of the new platform which the main government portal and other Ministries, Departments, and Parastatal Sites are hosted.
We have used the "OPSG" site as model to show to webmasters how the "actual" site is mapped to the new one. The whole architecture is based on Master Templates already validated and approved by the Portal Working Committee. Items in this user manual are those that can be customise per site.
Chapter Five
The objective of this user guide is to assist users in the content management of the new platform which the main government portal and other Ministries, Departments, and Parastatal Sites are hosted.
We have used the "OPSG" site as model to show to webmasters how the "actual" site is mapped to the new one. The whole architecture is based on Master Templates already validated and approved by the Portal Working Committee. Items in this user manual are those that can be customise per site.

In the Address bar type #

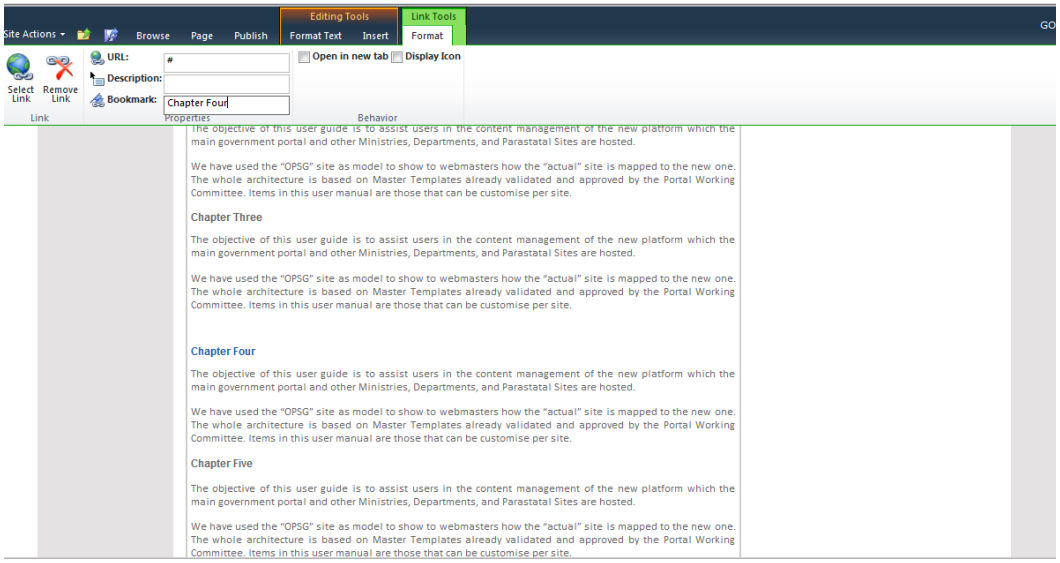


c.Select your link "Bookmark was Jumped" And a new area appears on your toolbar called "Link Tools" >Format.

Click on format.



d.Add the jumplink to the Bookmark property. (Leave # in the URL box or it will use a default link to the Site pages).



3. You can "Save & Close" the page to test.

Changing the Links of Documents in a page – HTML Code

Changing the link of a single document in a page

1. Click on the page
2. Click on Site Action - edit page
3. Choose the document that you want to change the link
4. Click on format
5. On the URL tab insert the desired URL of the document

Changing the link of Bulk documents in a page

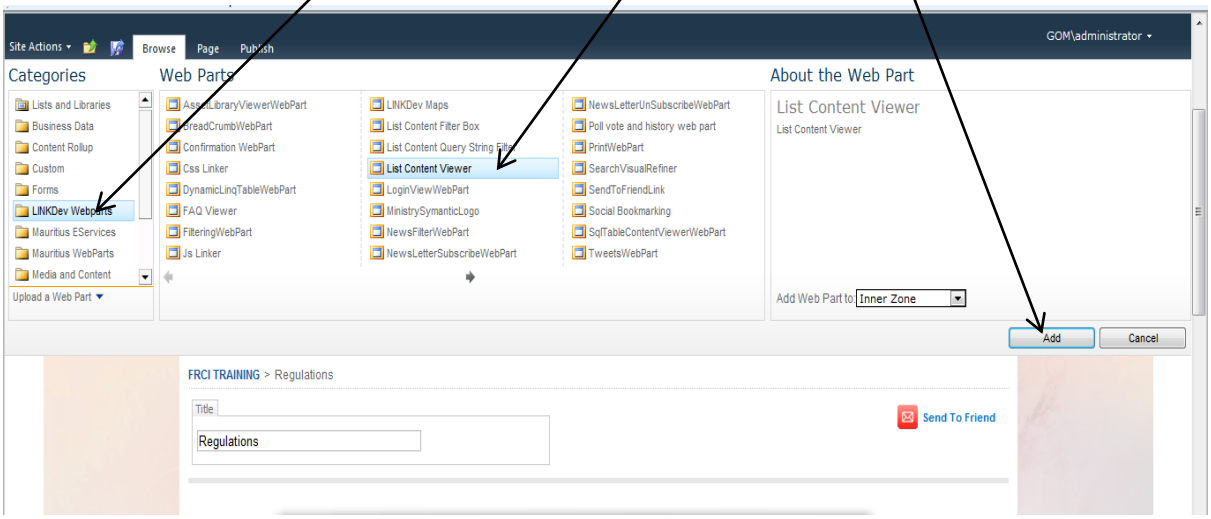
1. Click on the page
2. Click on Site Action – Edit Page
3. Click on HTML – edit HTML
4. Copy the HTML source and paste it in a word document
5. In the word document open the replace tool
6. Replace the http:// path of the old document with the new one and click on replace all.
7. All the links will be replaced copy the HTML and paste it in the HTML Source of the page - click on ok
8. Click on save and close and published.

Formatting the page layout of a menu – List Content Viewer

Formatting the Page Layout of a menu – same structure as About us page

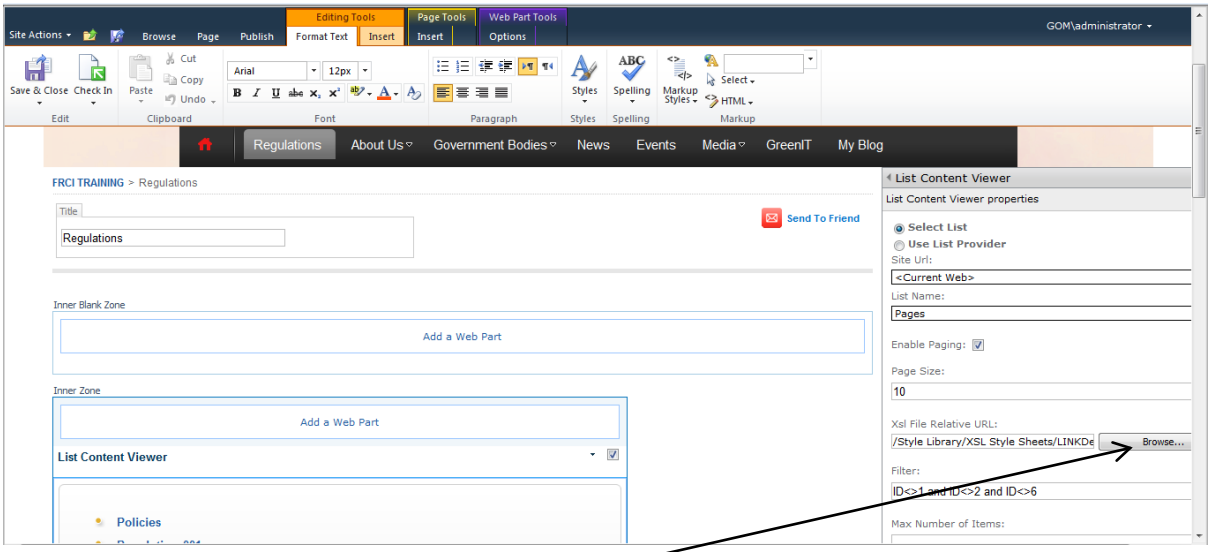
Click on the Menu – Site Actions – Edit Page

Click on Add web part –Link dev web part - list content viewer – click on add



Click on edit web part and put the same properties as that of the about us menu

Click on ok – save and close and publish



Click on Browse and choose the landing listing

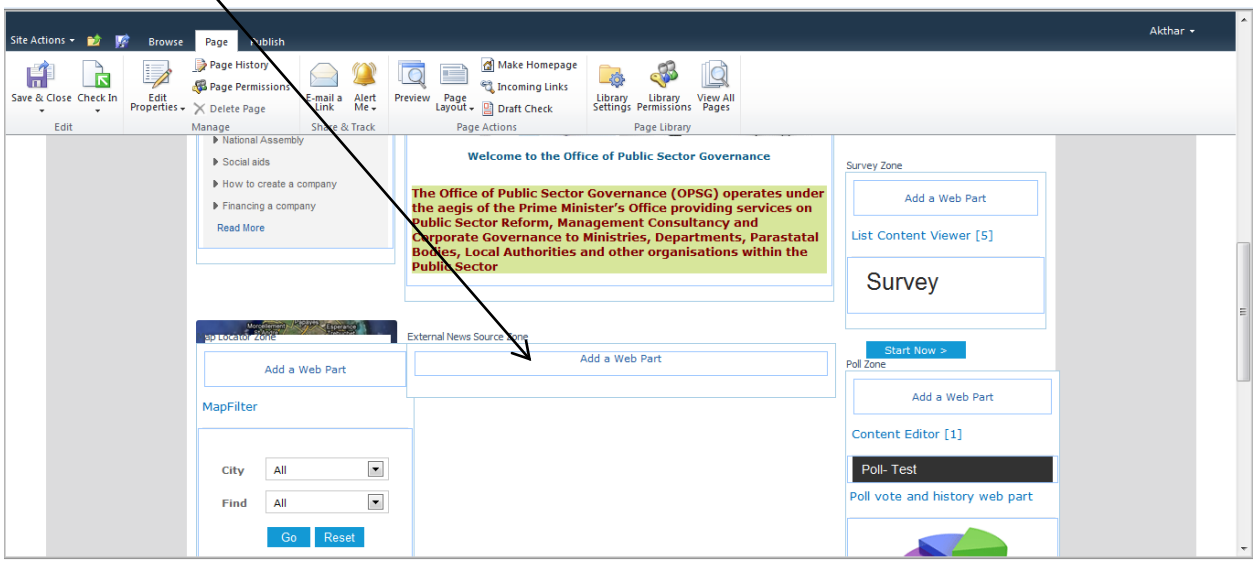
Web part

Web parts are components that can be added and deleted on content pages. There are different types of web parts: Quick Links, Documents, Picture viewer, text contents, etc. There are a number of webparts that are available for use on the base template.

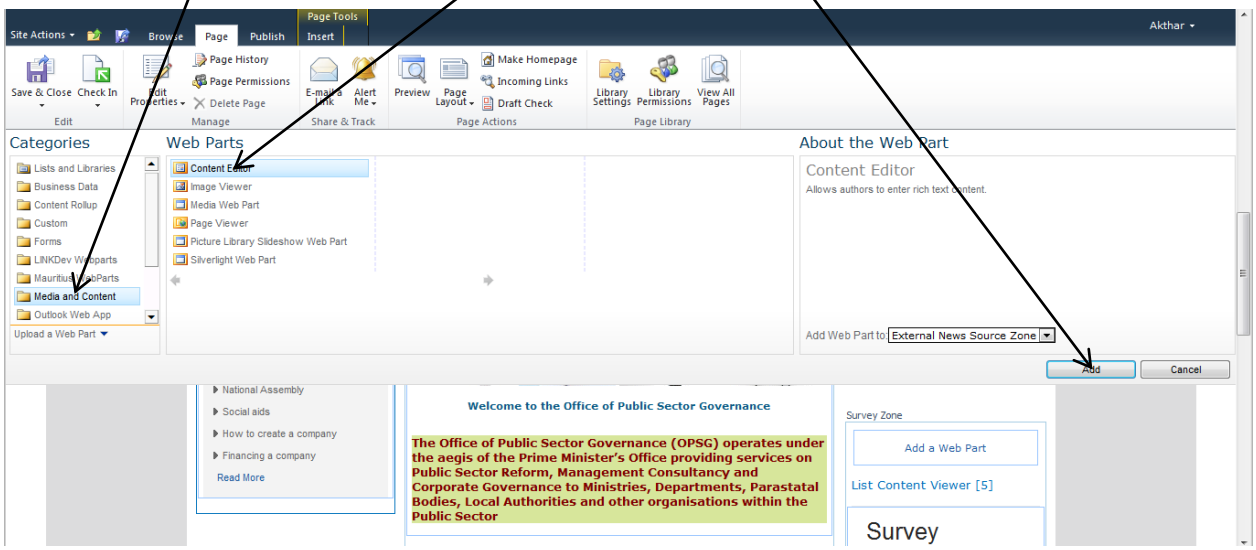
Adding of Web Part

1. To add another Web Parts – Click on **Site Action** - **Edit Page**

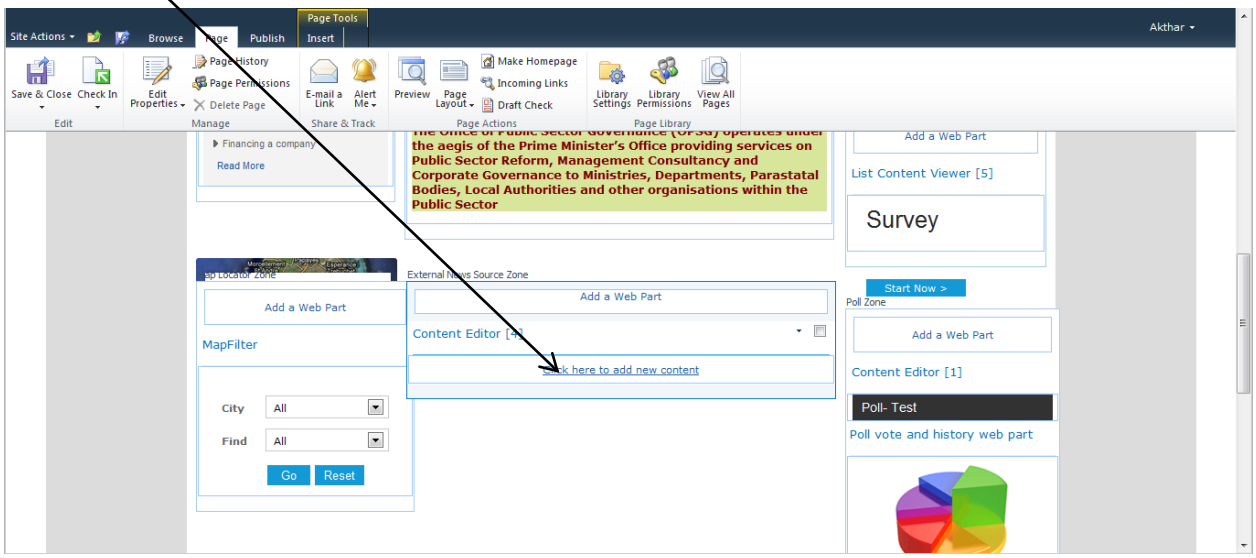
2. Click on **Add Web Part** (You can also choose the Zone where you want to add the web Part).



3. Choose **Media and Content - Content Editor Type and click on Add**



4. Click on **here** to add the content of the web part.

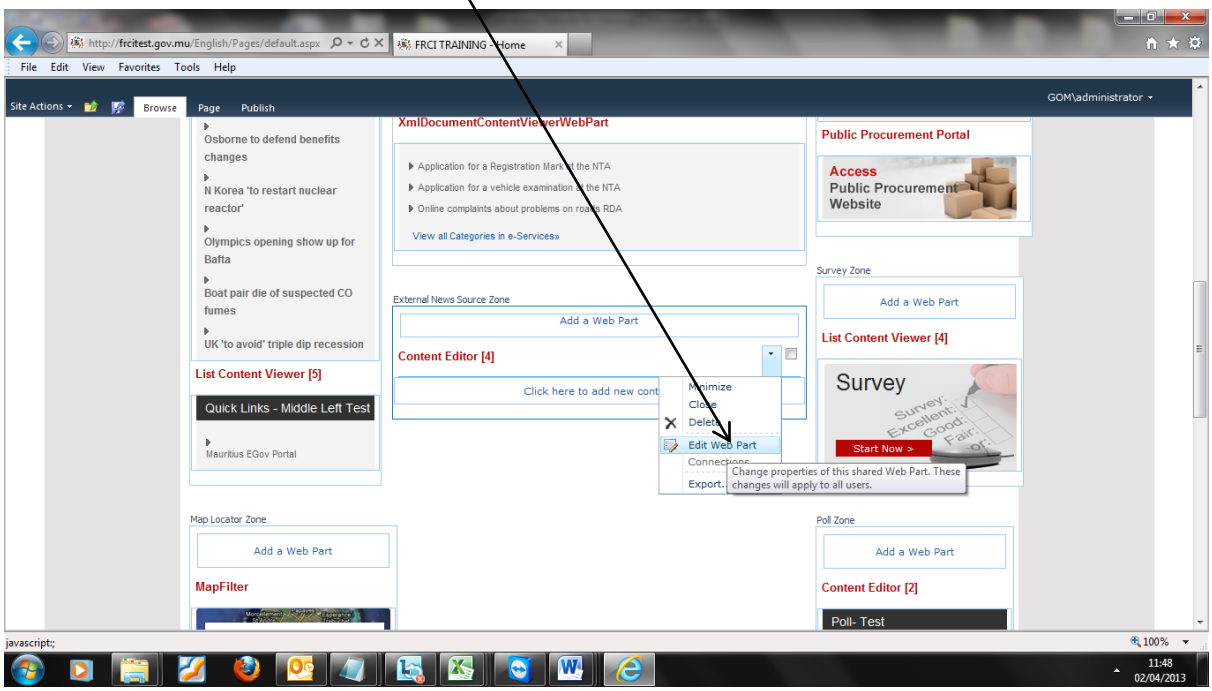


5. Type your text in the **content editor** or simply paste your text here.
6. Click on **save and close** and **publish** when finished.

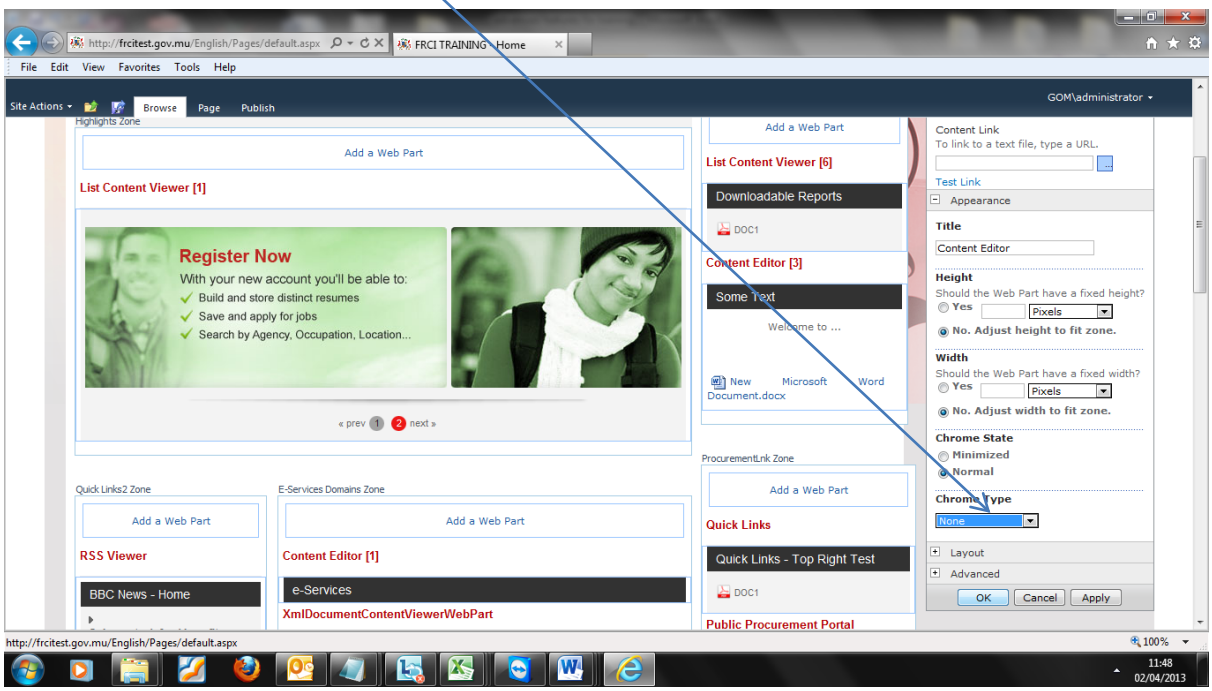
Formatting a web part title (h2 tag)

Giving web part title the same look and feel as Quick link webpart (title with dark background)

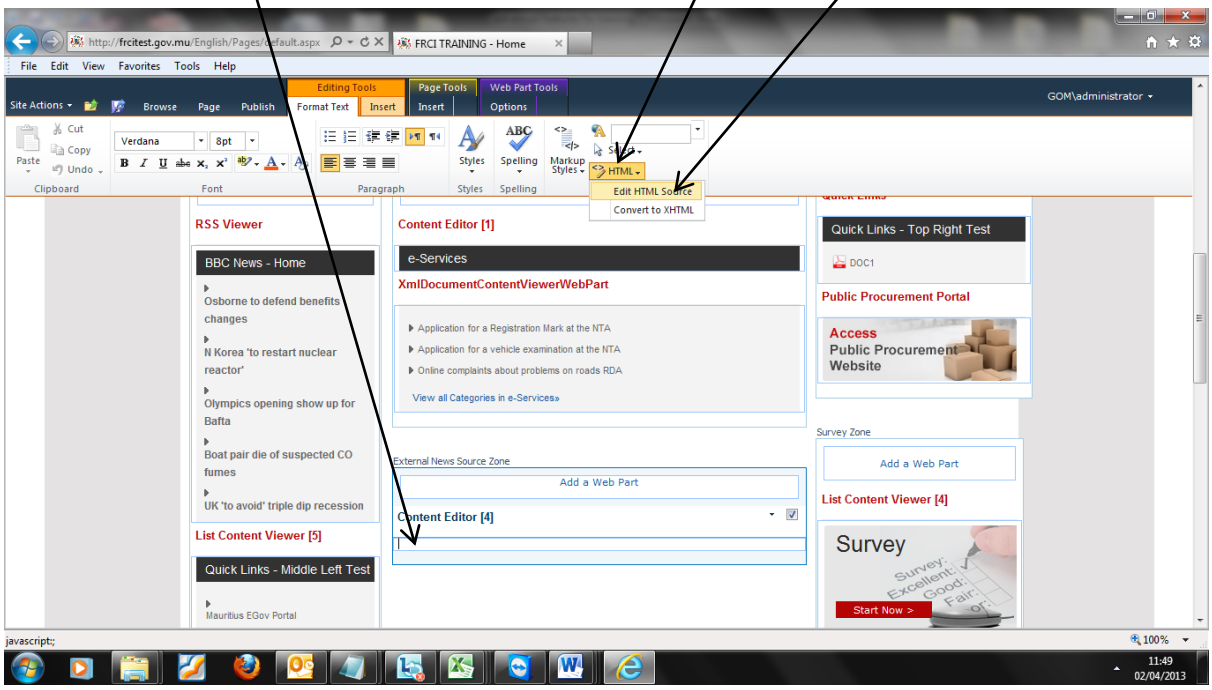
1. Click on Edit Page – Edit Web part



2. In the Chrome Type choose None and click on ok



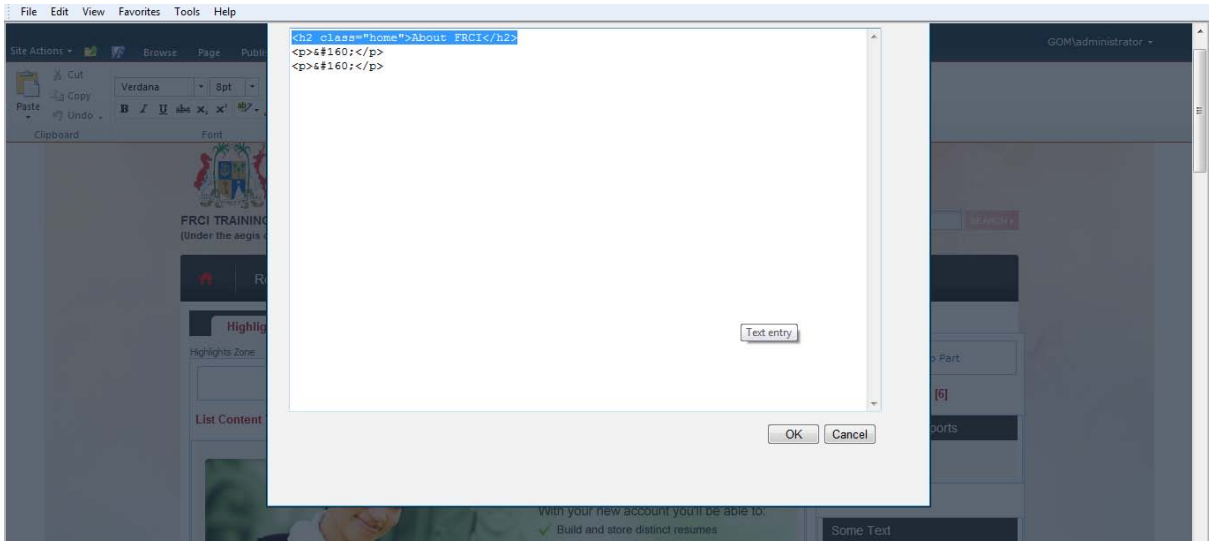
3. Click on the content of the web part and choose HTML – Edit HTML



4. Type this code in the First line of the HTML :

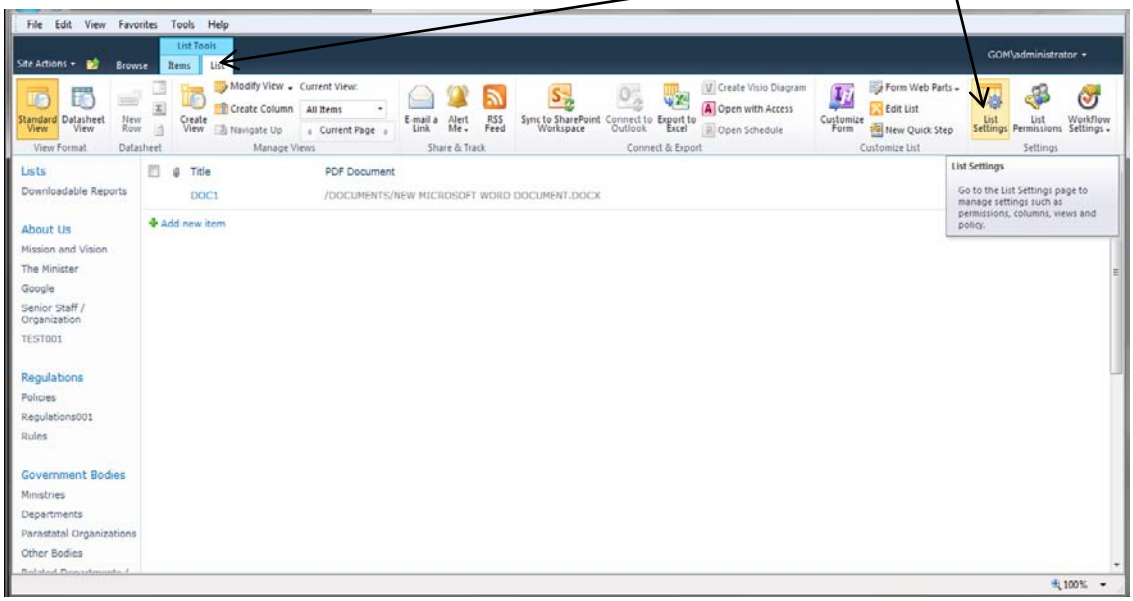
<h2 class="home">e-Services Domains - Middle Test</h2>

5. The Highlighted part is the only title of the web part that you need to change accordingly
6. Click on ok

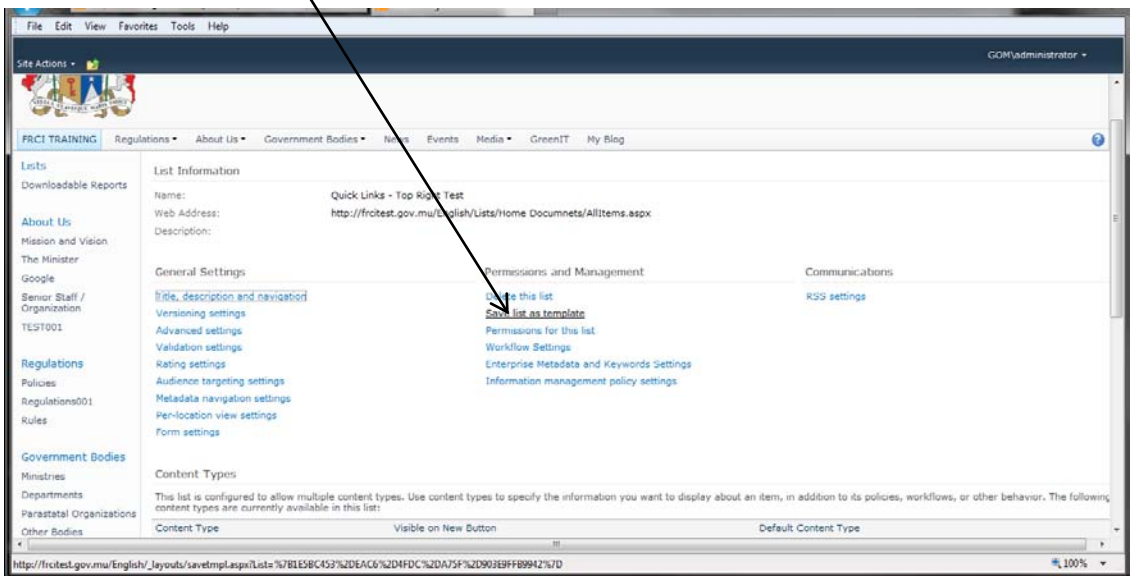


Creating webpart same as Quicklinks for pdf document

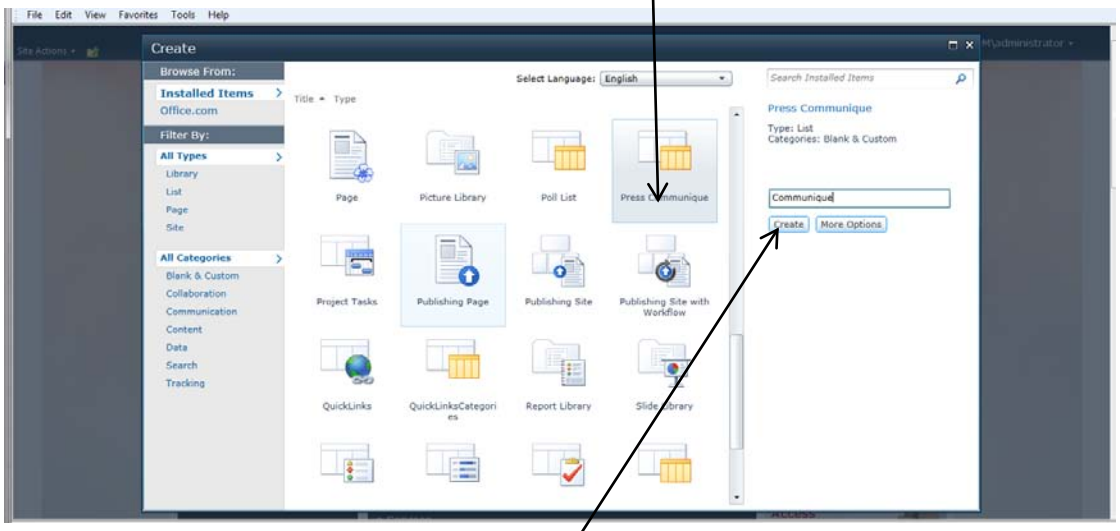
1. go to site action - view all site contents - useful documents - list - list setting



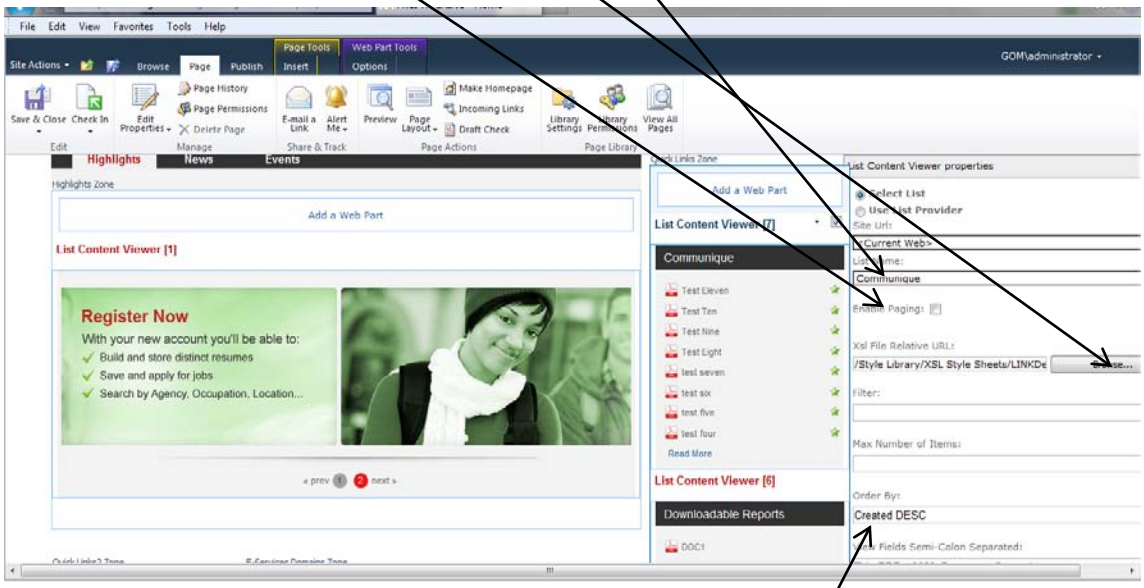
2. save list as template



3. give same name to list name and template name
4. Go to site action - more options list - select the newly created list



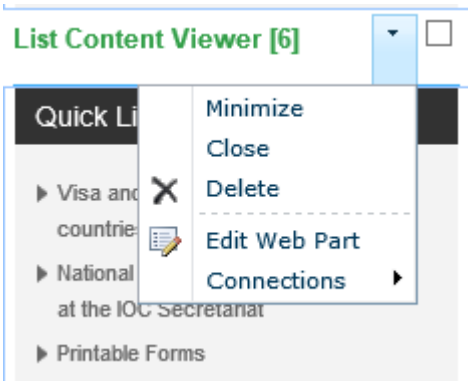
5. Give it the name that will be displayed on the home page - click on create
6. click on home page - click edit page
7. add webpart - link dev web part - list content viewer
8. click on option pane
9. choose web part name from the listname
10. remove paging
11. documents links from the browse section
12. choose the same properties as that of the existing one and click on ok



Ordering of Documents in webpart – ascending/descending – Created DESC

Deleting Web Part

1. On Site Actions
2. Click Edit Page
3. On the web part to remove or delete click on the arrow next to the web part name



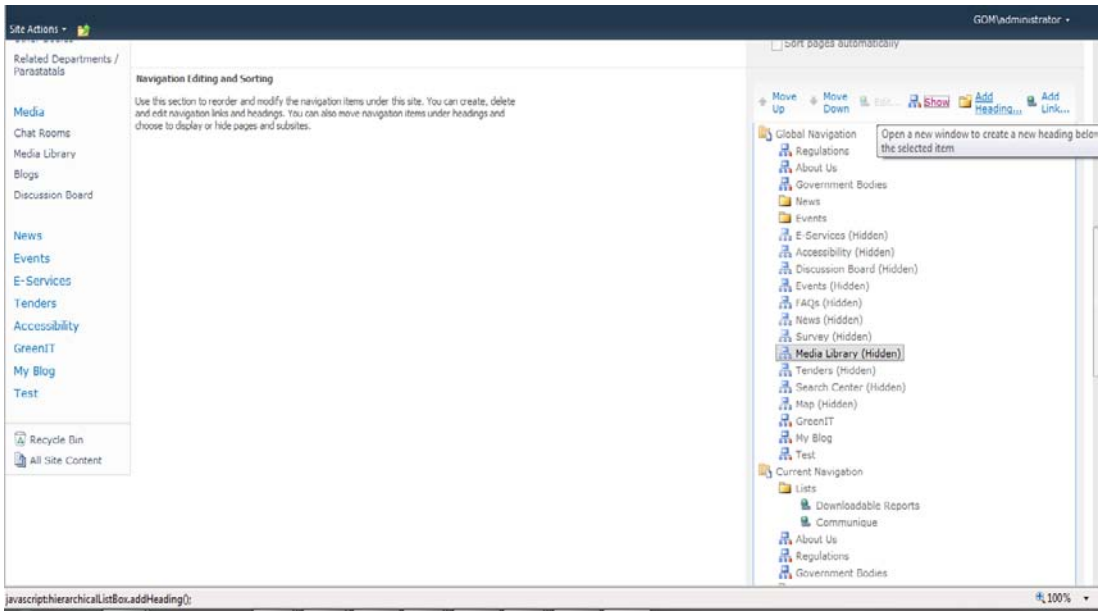
4. Choose Close or Delete

Note: It is recommended that we close a web part and do not delete it. Closing a web part is easier to retrieve back than deleting a web part.

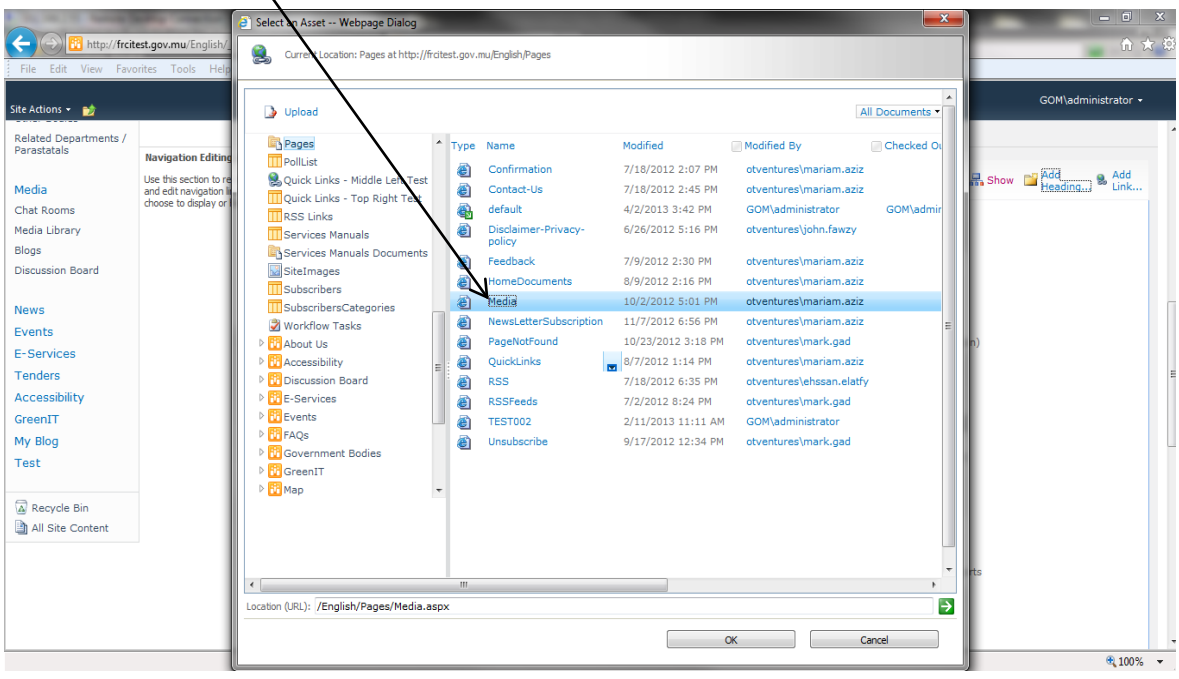
Adding the Media Library Folder

1. From the Home Page - Click on Site Action - Site Setting - Navigation

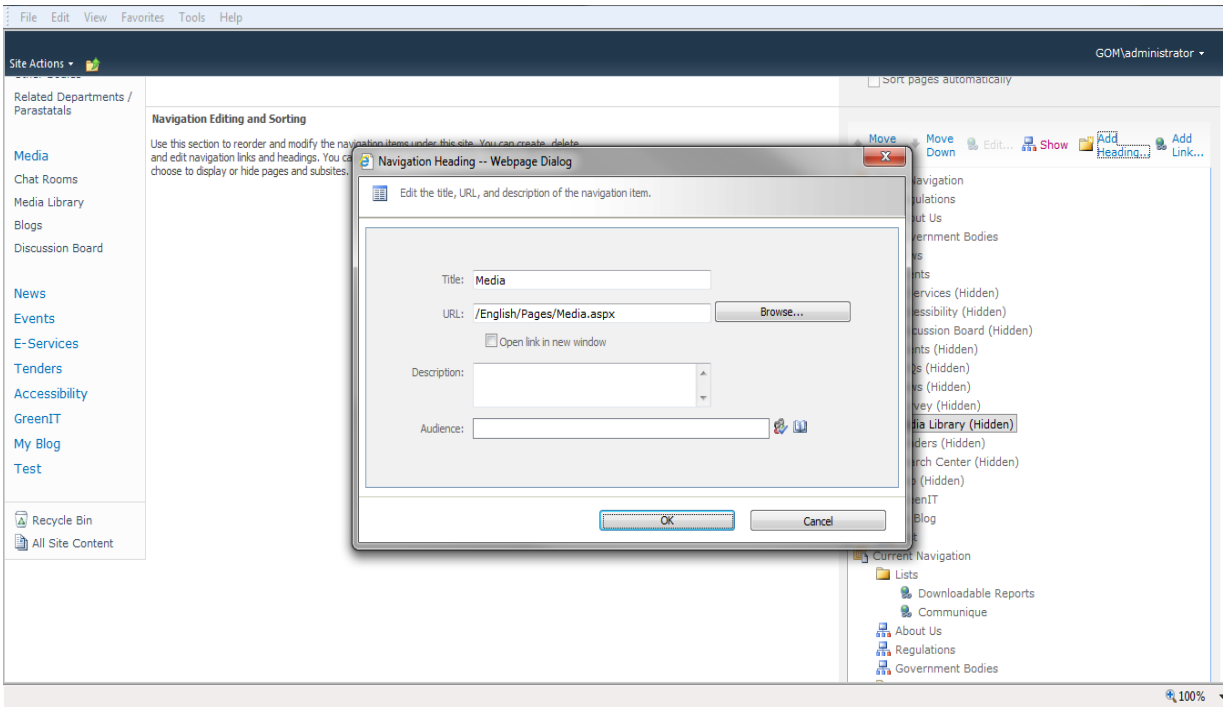
2. Click on Add Heading



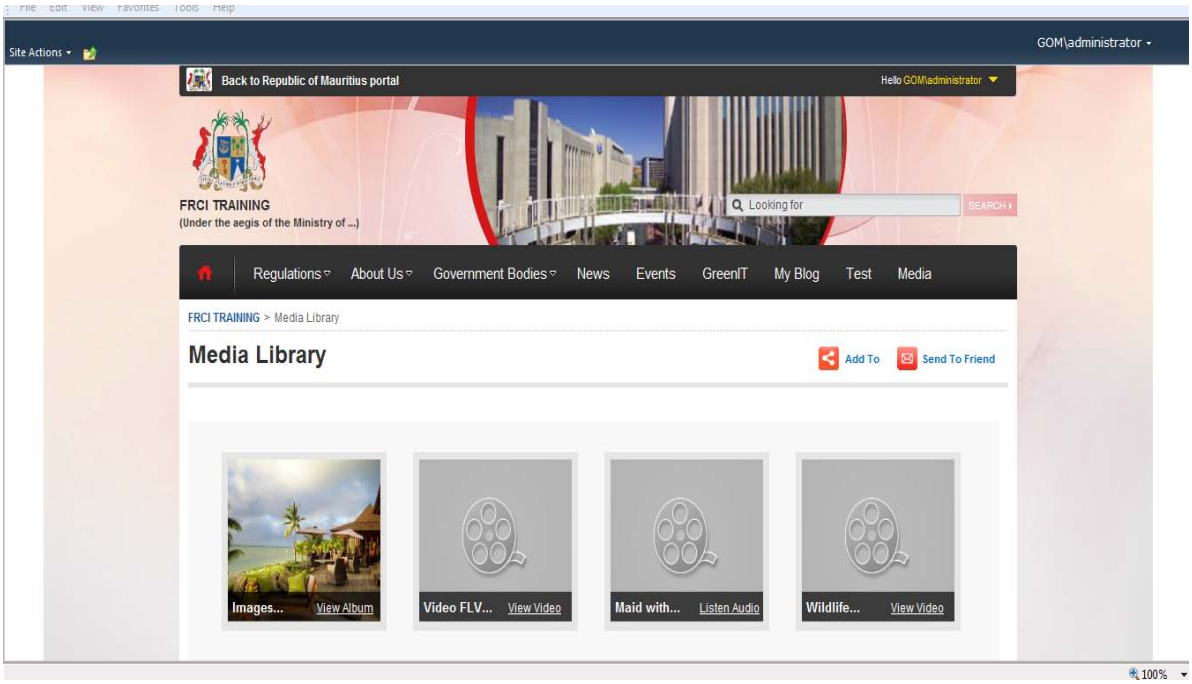
3. Click on Browse
4. Choose Media and click on Ok



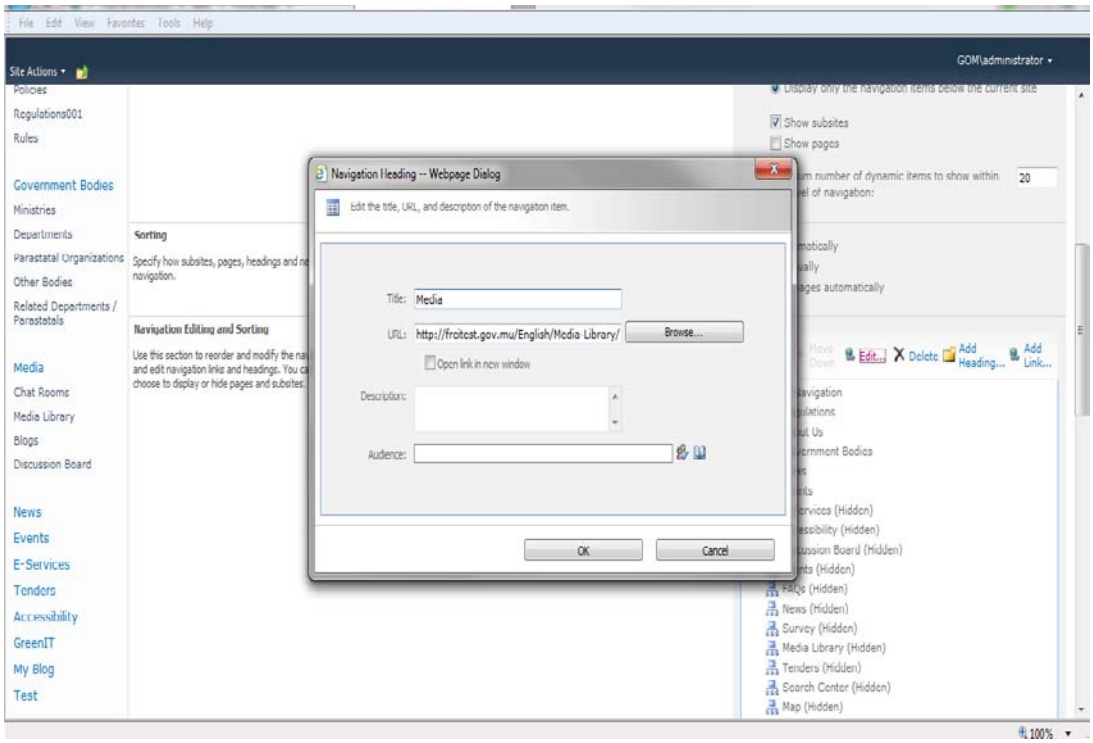
5. Click on Ok – Please note we will come back to the URL section and change it.



6. Open the media folder
7. Click on the Media Library – copy the url of the media library



8. Click on site action - site setting - media – edit and change the url



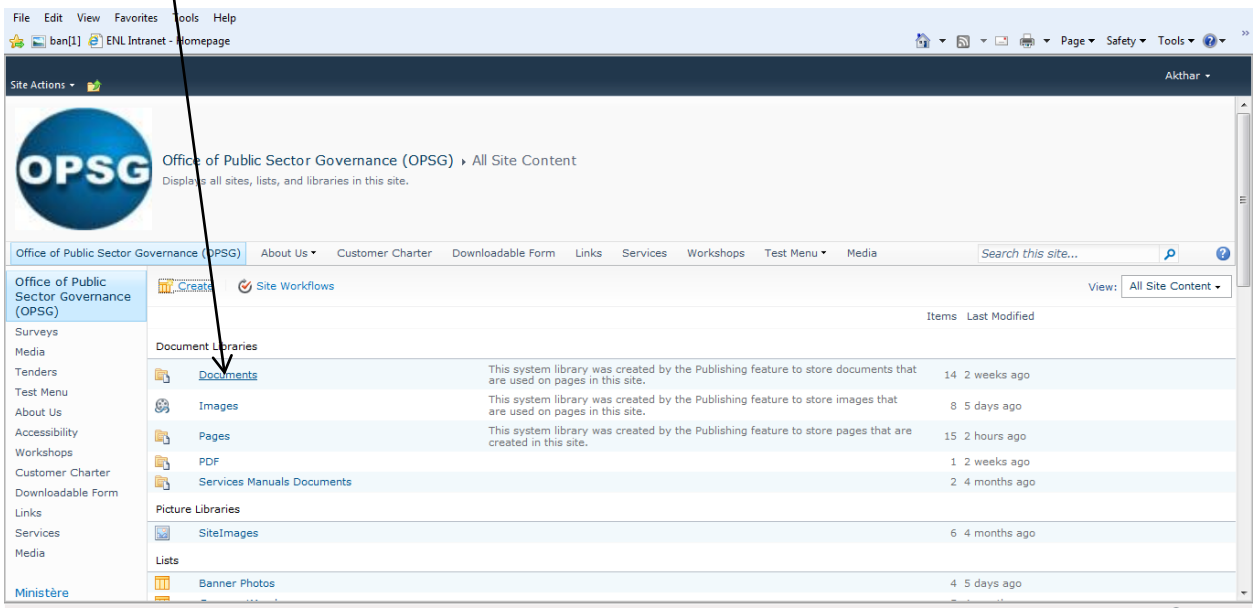
Documents

Uploading Documents in SharePoint

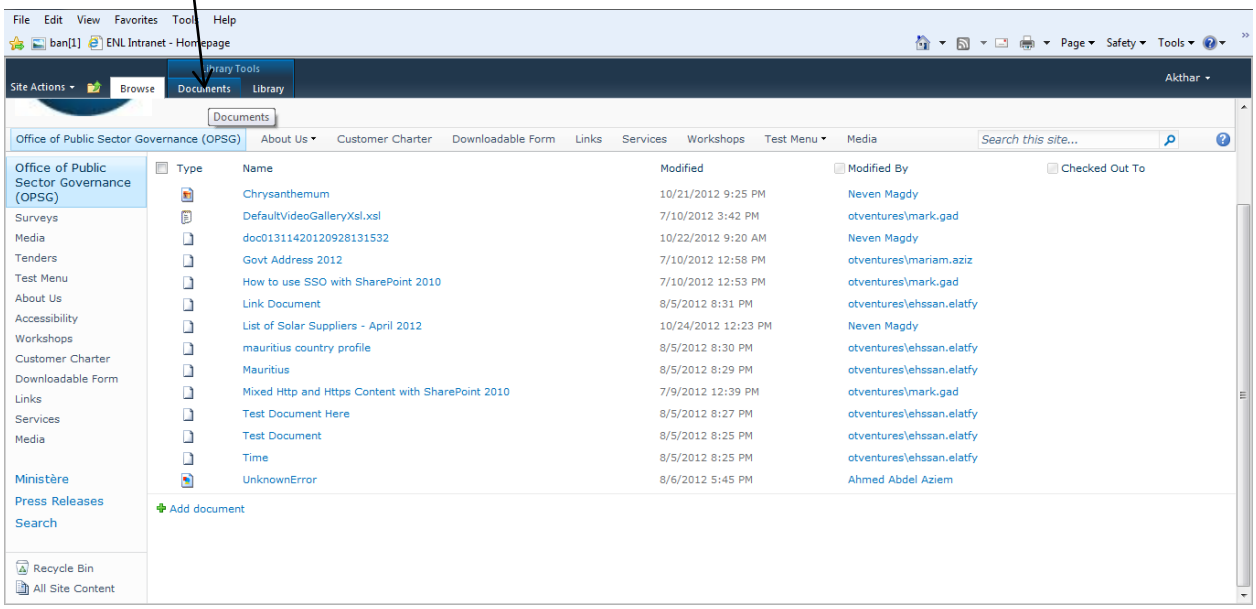
To upload a document

1. **Create the folder structure in share point**
2. **Go to site action - view all site Contents**

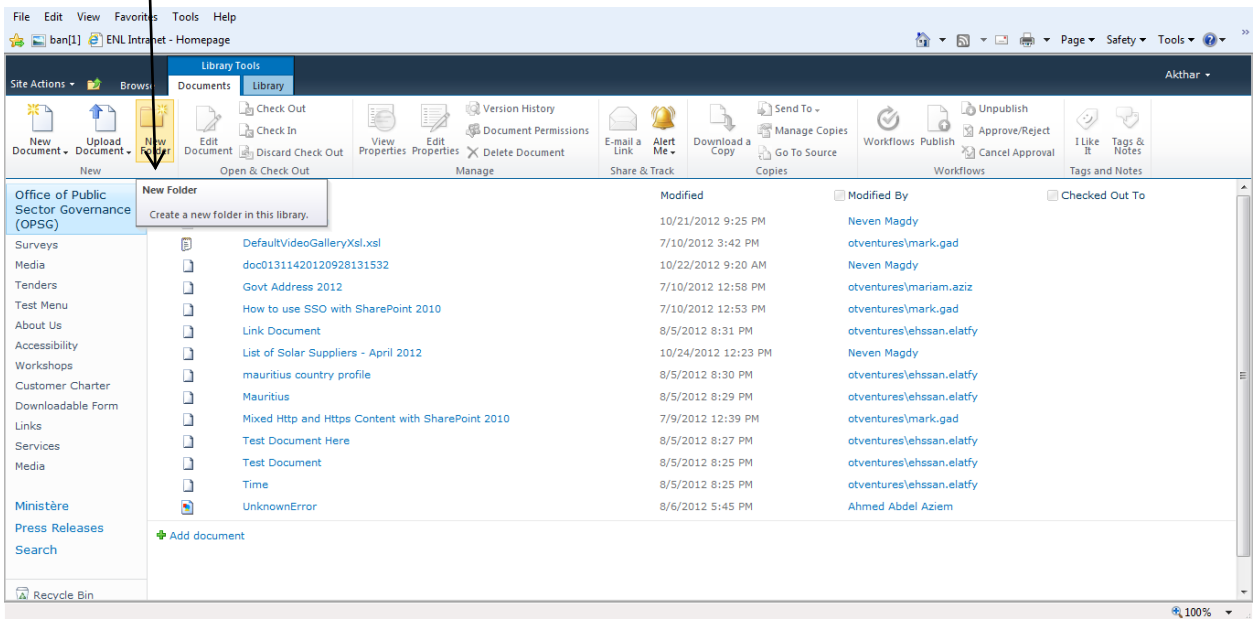
3. **Click on documents**



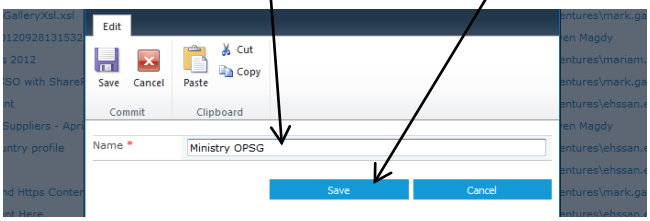
4. **Click on documents**


File Edit View Favorites Tools Help
ban[1] ENL Intranet - Homepage
Page Safety Tools
Site Actions Browse Documents Library
Library Tools
Akthar
Documents
Office of Public Sector Governance (OPSG) About Us Customer Charter Downloadable Form Links Services Workshops Test Menu Media
Search this site...
Office of Public Sector Governance (OPSG)
Surveys
Media
Tenders
Test Menu
About Us
Accessibility
Workshops
Customer Charter
Downloadable Form
Links
Services
Media
Ministère
Press Releases
Search
Recycle Bin
All Site Content
Type Name Modified Modified By Checked Out To
Chrysanthemum 10/21/2012 9:25 PM Neven Magdy
DefaultVideoGalleryXsl.xsl 7/10/2012 3:42 PM otventures\mark.gad
doc01311420120928131532 10/22/2012 9:20 AM Neven Magdy
Govt Address 2012 7/10/2012 12:58 PM otventures\mariam.aziz
How to use SSO with SharePoint 2010 7/10/2012 12:53 PM otventures\mark.gad
Link Document 8/5/2012 8:31 PM otventures\ehssan.elatfy
List of Solar Suppliers - April 2012 10/24/2012 12:23 PM Neven Magdy
mauritius country profile 8/5/2012 8:30 PM otventures\ehssan.elatfy
Mauritius 8/5/2012 8:29 PM otventures\ehssan.elatfy
Mixed Http and Https Content with SharePoint 2010 7/9/2012 12:39 PM otventures\mark.gad
Test Document Here 8/5/2012 8:27 PM otventures\ehssan.elatfy
Test Document 8/5/2012 8:25 PM otventures\ehssan.elatfy
Time 8/5/2012 8:25 PM otventures\ehssan.elatfy
UnknownError 8/6/2012 5:45 PM Ahmed Abdel Aziem
Add document

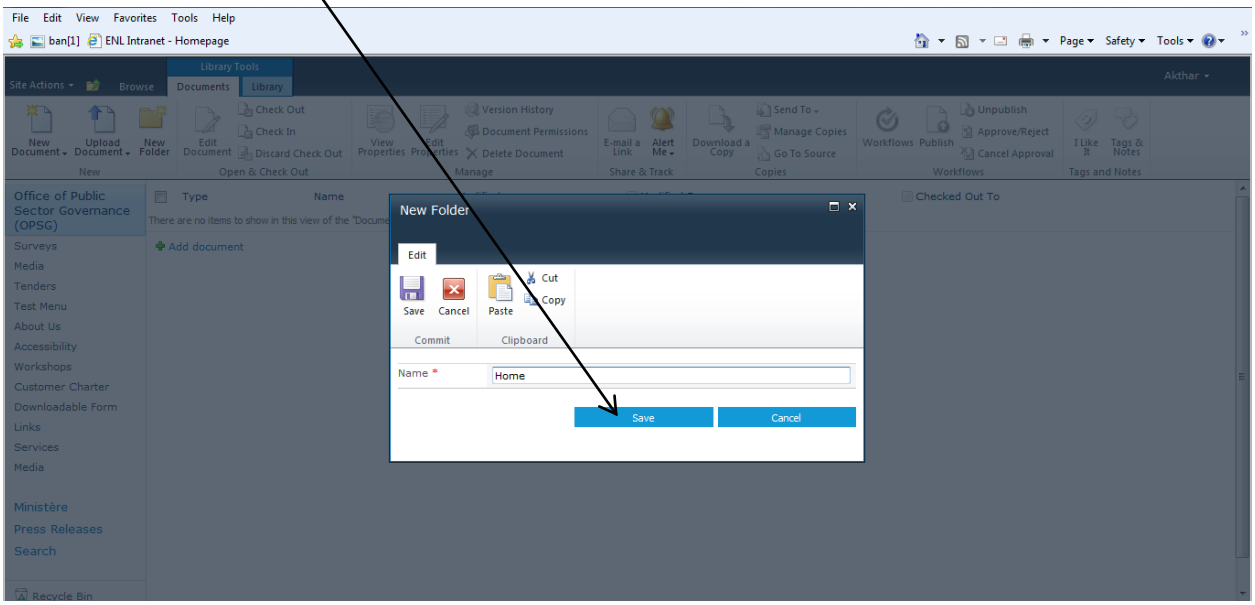
5. **Click on new folder**


File Edit View Favorites Tools Help
ban[1] ENL Intranet - Homepage
Page Safety Tools
Site Actions Browse Documents Library
Library Tools
Akthar
New Document Upload Document New Folder
Edit Document Check Out Check In Discard Check Out
View Properties Edit Properties Version History Document Permissions Delete Document
E-mail a Link Alert Me
Download a Copy Send To Manage Copies Go To Source
Workflows Publish Unpublish Approve/Reject Cancel Approval
I Like It Tags & Notes
New Open & Check Out Manage Share & Track Copies Workflows Tags and Notes
New Folder
Create a new folder in this library.
Office of Public Sector Governance (OPSG)
Surveys
Media
Tenders
Test Menu
About Us
Accessibility
Workshops
Customer Charter
Downloadable Form
Links
Services
Media
Ministère
Press Releases
Search
Recycle Bin
Modified Modified By Checked Out To
10/21/2012 9:25 PM Neven Magdy
DefaultVideoGalleryXsl.xsl 7/10/2012 3:42 PM otventures\mark.gad
doc01311420120928131532 10/22/2012 9:20 AM Neven Magdy
Govt Address 2012 7/10/2012 12:58 PM otventures\mariam.aziz
How to use SSO with SharePoint 2010 7/10/2012 12:53 PM otventures\mark.gad
Link Document 8/5/2012 8:31 PM otventures\ehssan.elatfy
List of Solar Suppliers - April 2012 10/24/2012 12:23 PM Neven Magdy
mauritius country profile 8/5/2012 8:30 PM otventures\ehssan.elatfy
Mauritius 8/5/2012 8:29 PM otventures\ehssan.elatfy
Mixed Http and Https Content with SharePoint 2010 7/9/2012 12:39 PM otventures\mark.gad
Test Document Here 8/5/2012 8:27 PM otventures\ehssan.elatfy
Test Document 8/5/2012 8:25 PM otventures\ehssan.elatfy
Time 8/5/2012 8:25 PM otventures\ehssan.elatfy
UnknownError 8/6/2012 5:45 PM Ahmed Abdel Aziem
Add document
100%

6. **Give a name to the folder and click on save**

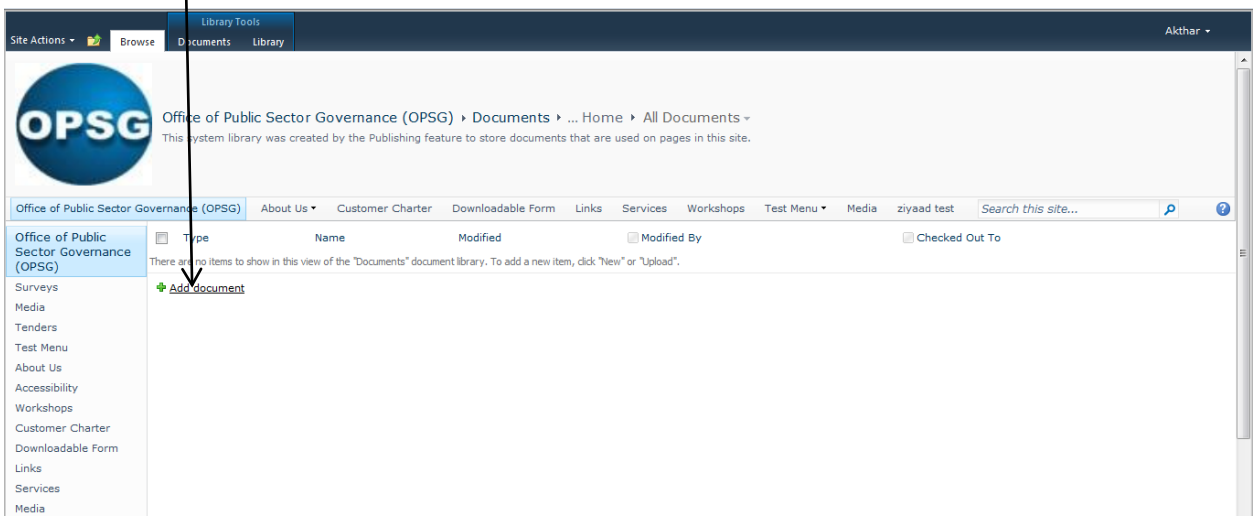


7. **Creation of subfolder home in the ministry opsg folder**

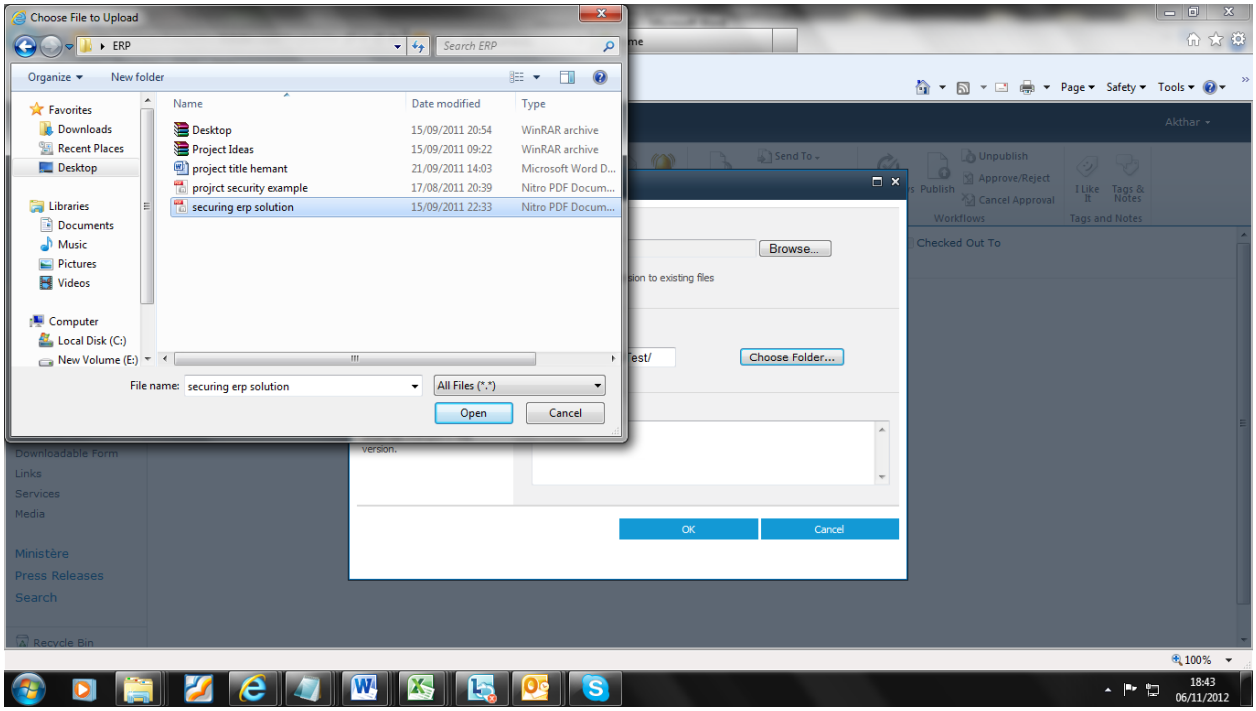


Uploading a document in the folder

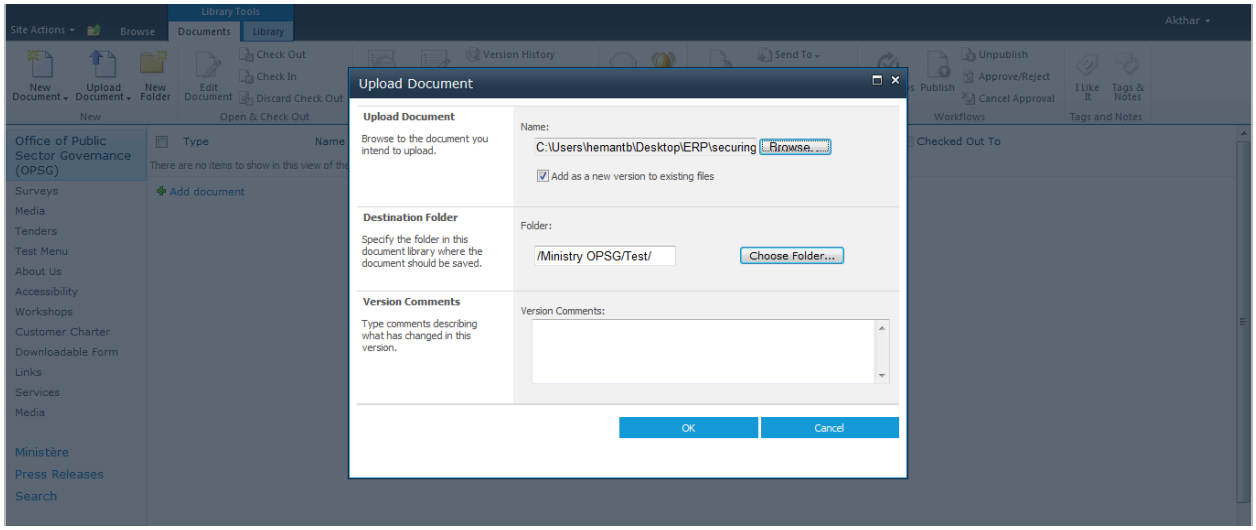
1. Click on **Add document**



2. Click on **browse** to choose the **document** that you want to upload.



3. Click on **ok** to close the menu and hence uploading the document.



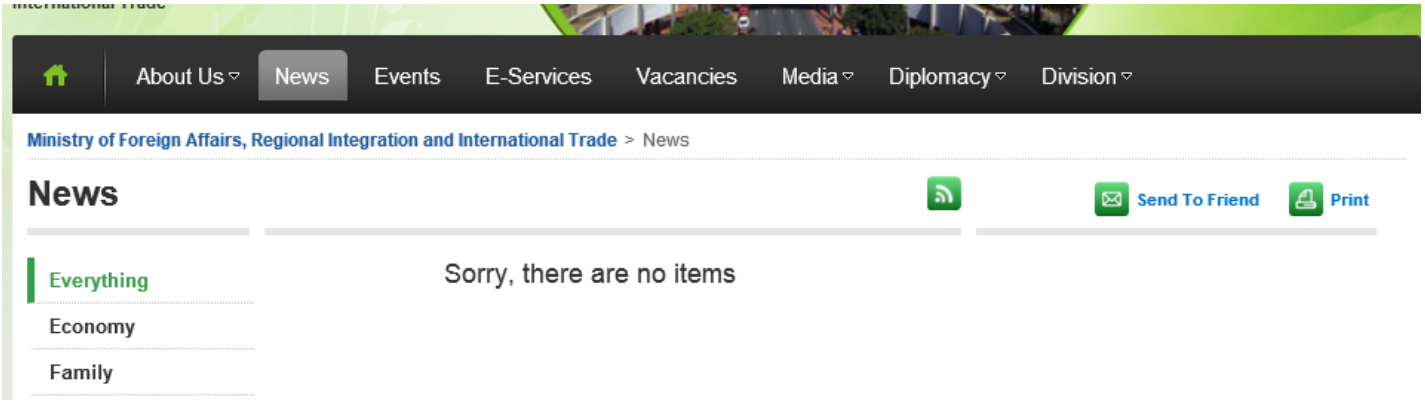
News and Events

News is a main component on the sites, mainly used to display recent news and announcements

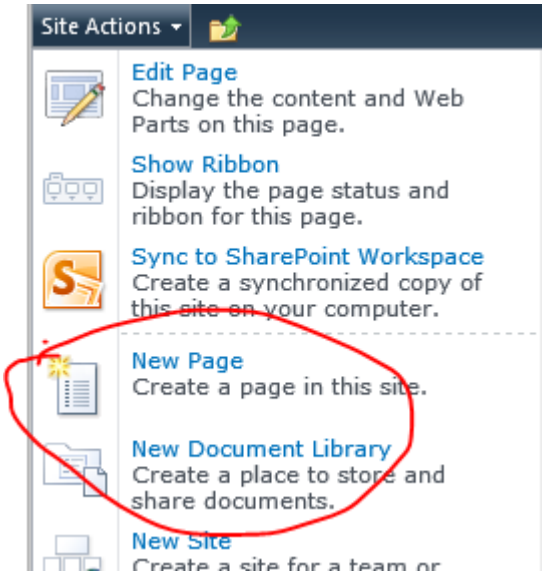
Adding News

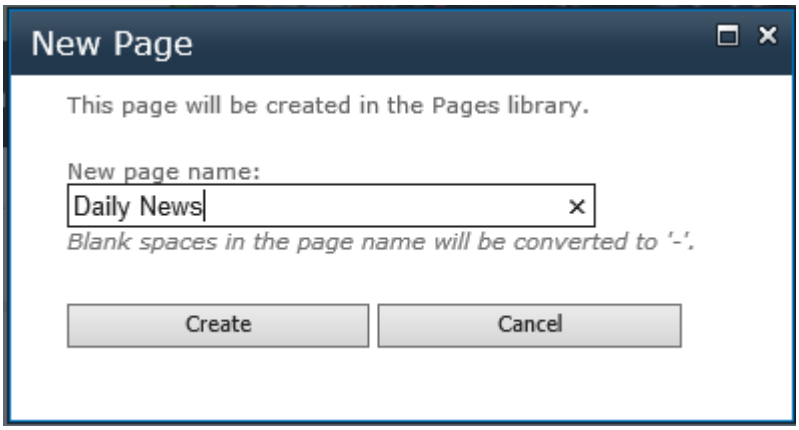
To add a News Item:

1. Click on News on the main page

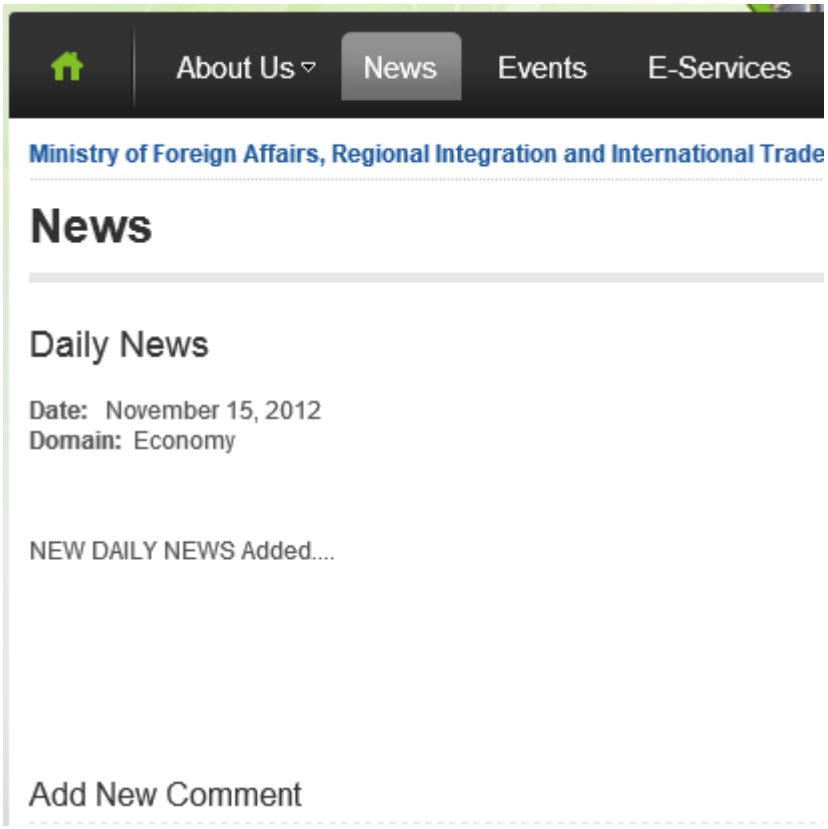


2. Under Site Actions, choose new Page


Site Actions
Edit Page
Change the content and Web Parts on this page.
Show Ribbon
Display the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site

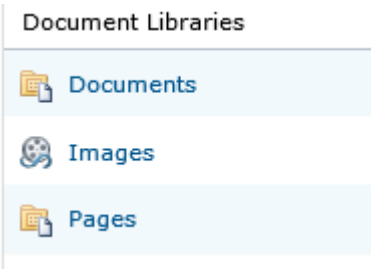

New Page
This page will be created in the Pages library.
New page name:
Daily News
Blank spaces in the page name will be converted to '-'.
Create
Cancel

3. Enter a News title
4. And Enter Details of the news on the following page.
5. Click **Save and Close**
6. The news will automatically be displayed on the main page and on the news page

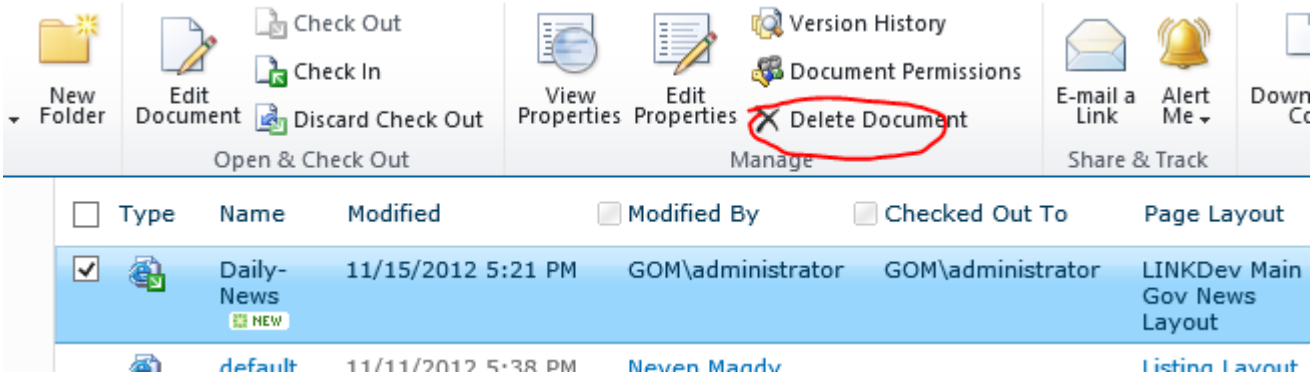


Deleting a news item

1. Click Site Actions
2. View all Site Content

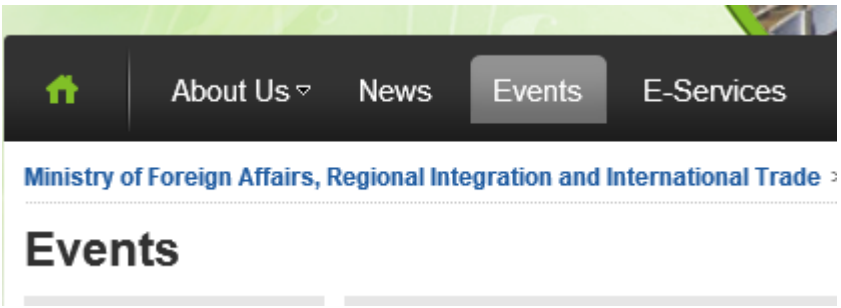


3. Click on Pages
4. Select the news item and click delete on the top bar



Adding an Event

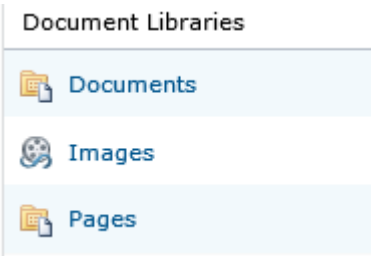
1. Click on Events on the main menu



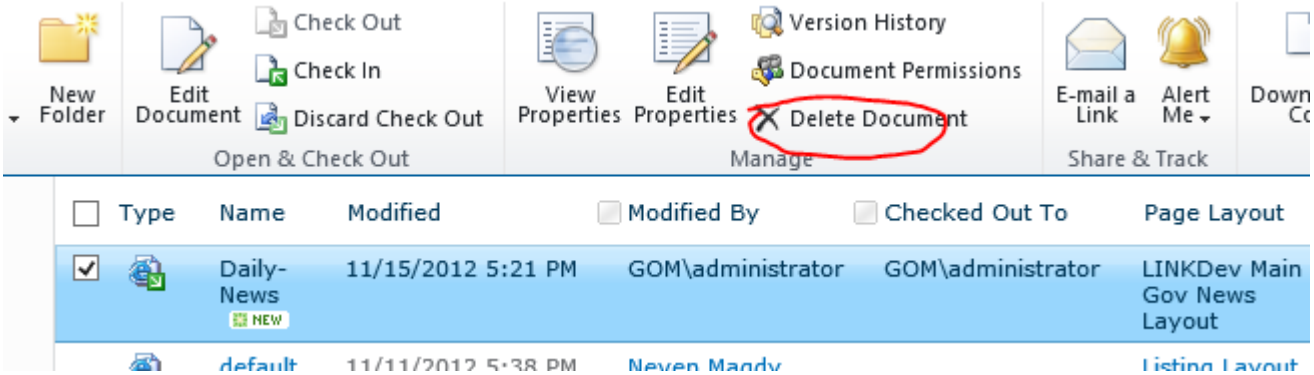
2. On the site actions menu
3. Click on new Page
4. Add Event Details

Deteting an Event

1. Click on Event on Main Menu
2. Click Site Actions
3. View all Site Content



4. Click on Pages
5. Select the news item and click delete on the top bar



Changing the Background Colour template of Ministry Site

If you want to change the back ground colour of a ministry for example from red to blue or green

1. Go to Site Action – Site Setting – Master Page - Browse and choose the desired template

If you want to customise the back ground colour or image

1. Go to site action – manage content and structure - style library – ministry images:
   BlueTheme/BlueBannerUpdated.png– for blue background
   GreenTheme/greenBannerUpdated.png – for green background
   RedTheme/redBannerUpdated.png – for red background

   Note you must Optimised you image as per the size below – 1208 * 576

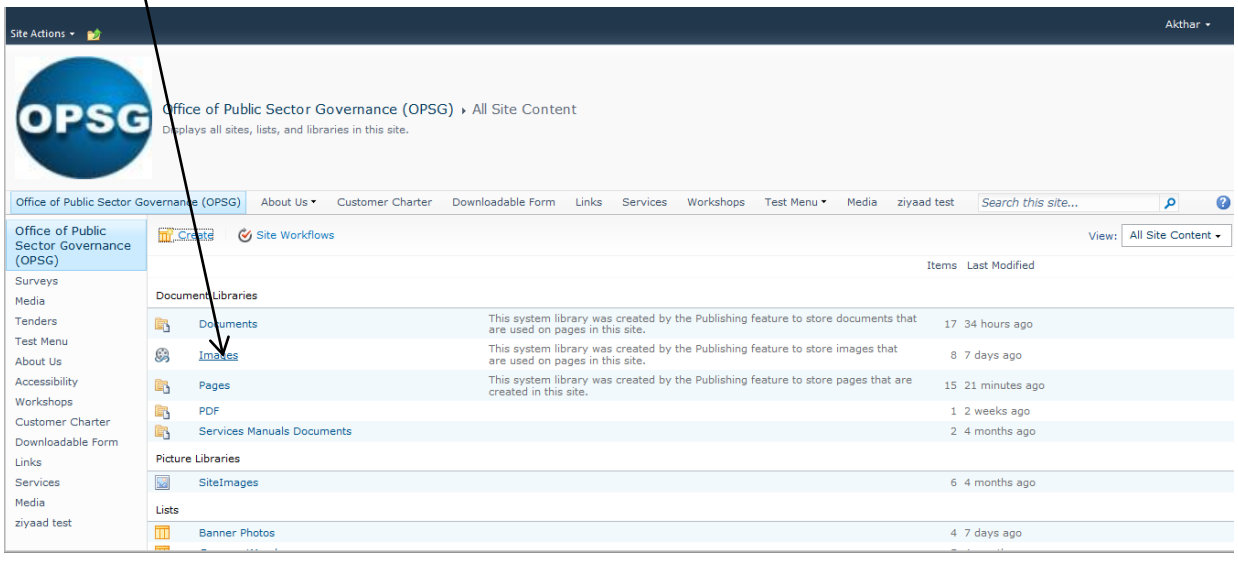
Logo

The logo is the TOP Left Image that appears on the Site.

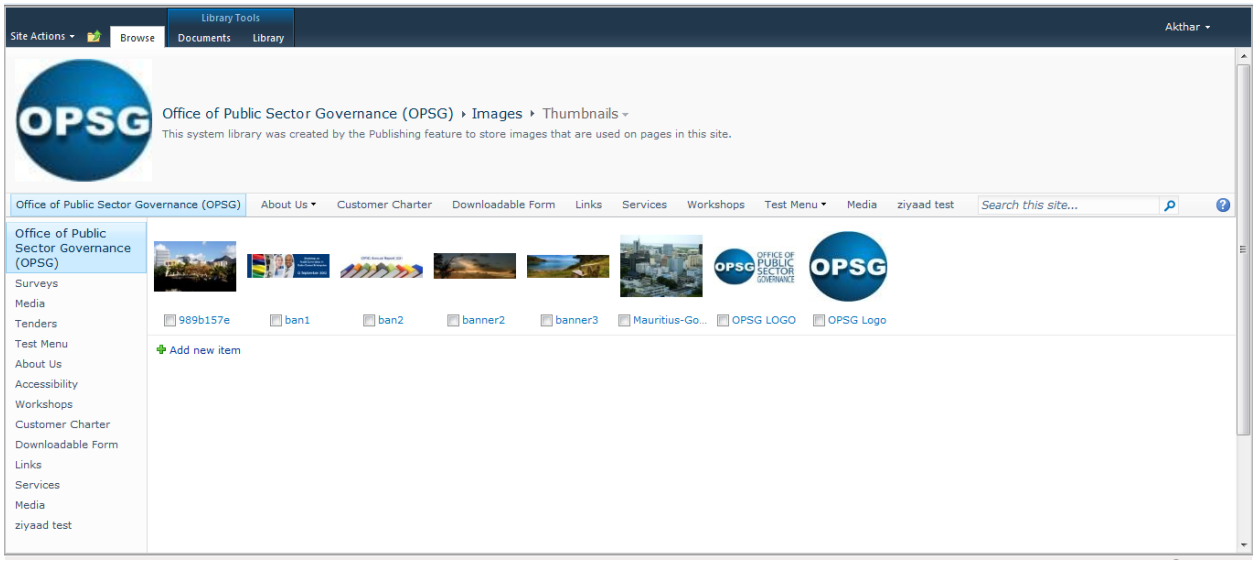
Changing of Logo

1. Upload the photo in the image library by going to **site actions** - **view all site contents**

2. Click on **images** to upload the photo

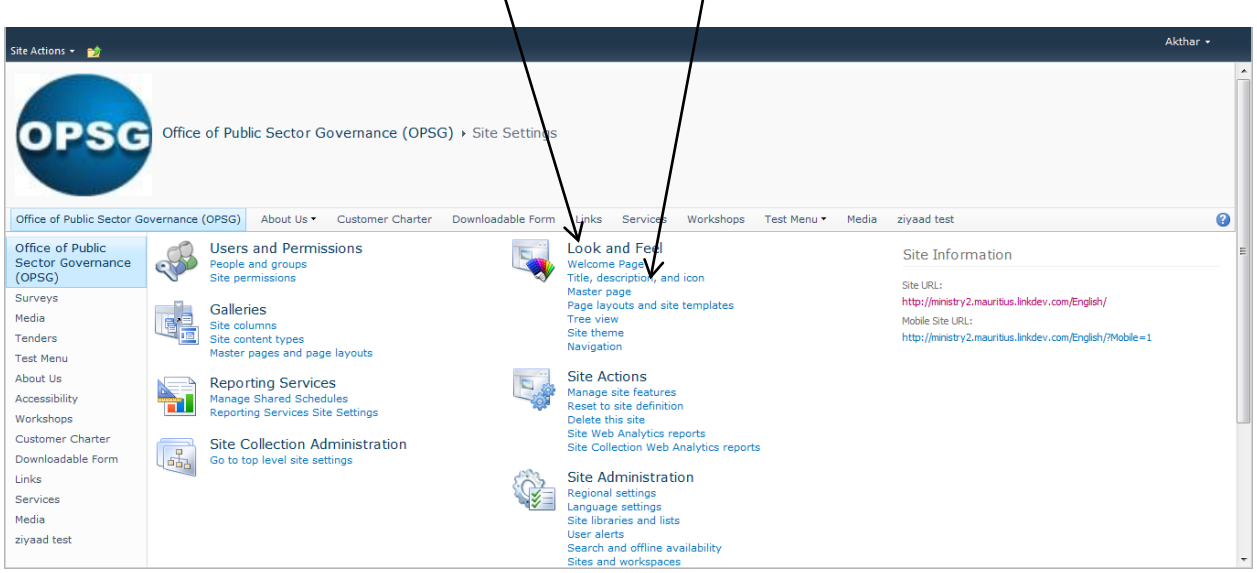


3. Images uploaded as shown on the screen below

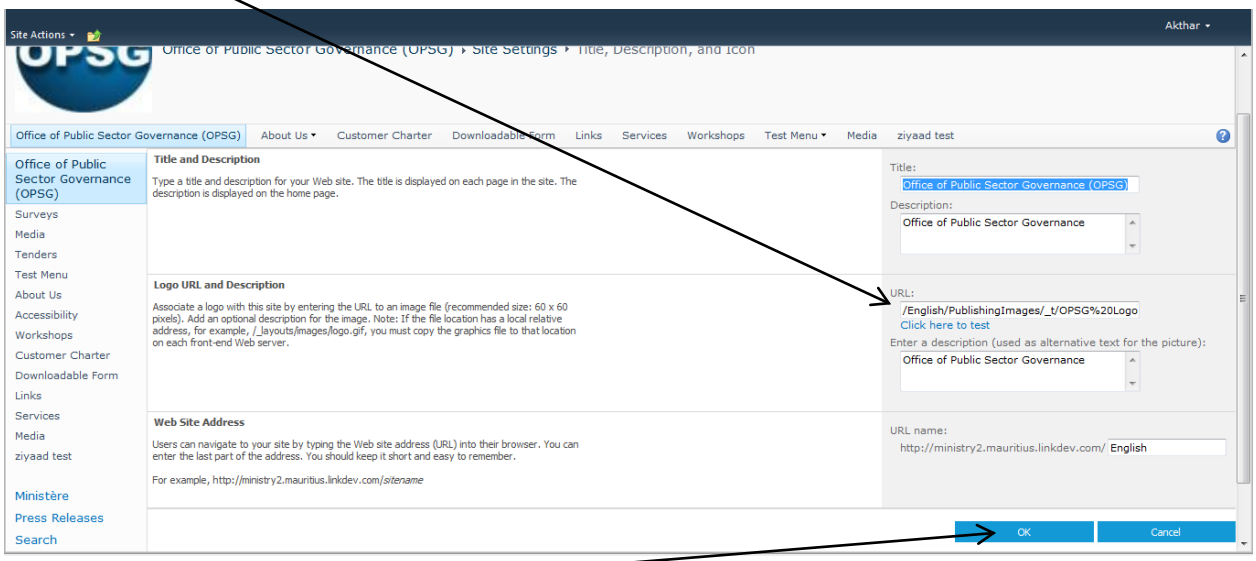


4. Click on the main page – (Home Page)

Click on **Site Action – Site setting -Look and feel – Title and Description**



5. Change the**url**by putting the new url of the newly downloaded Photo.


Site Actions
Akthar
Office of Public Sector Governance (OPSG) ▸ Site Settings ▸ Title, Description, and Icon
Office of Public Sector Governance (OPSG)
About Us
Customer Charter
Downloadable Form
Links
Services
Workshops
Test Menu
Media
ziyaad test
Office of Public Sector Governance (OPSG)
Surveys
Media
Tenders
Test Menu
About Us
Accessibility
Workshops
Customer Charter
Downloadable Form
Links
Services
Media
ziyaad test
Ministère
Press Releases
Search
Title and Description
Type a title and description for your Web site. The title is displayed on each page in the site. The description is displayed on the home page.
Title:
Office of Public Sector Governance (OPSG)
Description:
Office of Public Sector Governance
Logo URL and Description
Associate a logo with this site by entering the URL to an image file (recommended size: 60 x 60 pixels). Add an optional description for the image. Note: If the file location has a local relative address, for example, /_layouts/images/logo.gif, you must copy the graphics file to that location on each front-end Web server.
URL:
/English/PublishingImages/_t/OPSG%20Logo
Click here to test
Enter a description (used as alternative text for the picture):
Office of Public Sector Governance
Web Site Address
Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.
For example, http://ministry2.mauritius.linkdev.com/sitename
URL name:
http://ministry2.mauritius.linkdev.com/ English
OK
Cancel

Click on **ok** and Save and close and it's done.

Adding new images in highlights

1. Click on Site Action – View all site contents
2. Click on banner photos
3. Click on add new item to add the new images
4. Choose images and browse for the image
5. If the image is not displayed the the path of the folder and put /English/publishing images

Note the images should already be inserted in the image Library.

To change the order of the highlights image that is the newly added one to be displayed first :

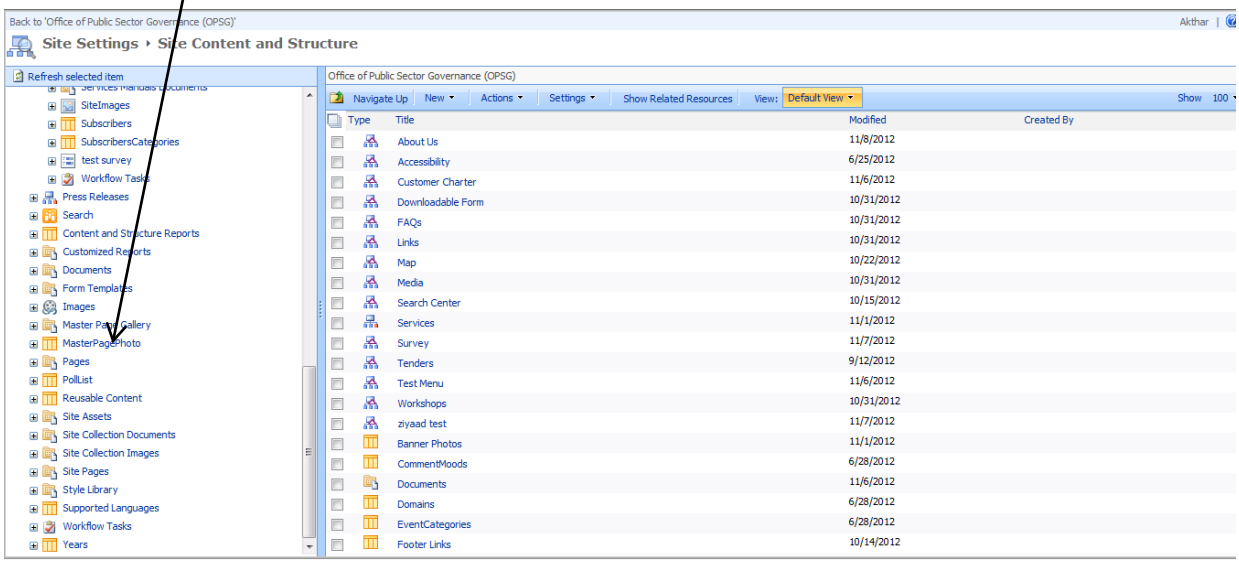
1. On the home page - click on edit page
2. Click on edit webpart of the highlights
3. On the order textbox type : Created DESC
4. Click on ok
5. Save and close and publish

Changing the banner photo

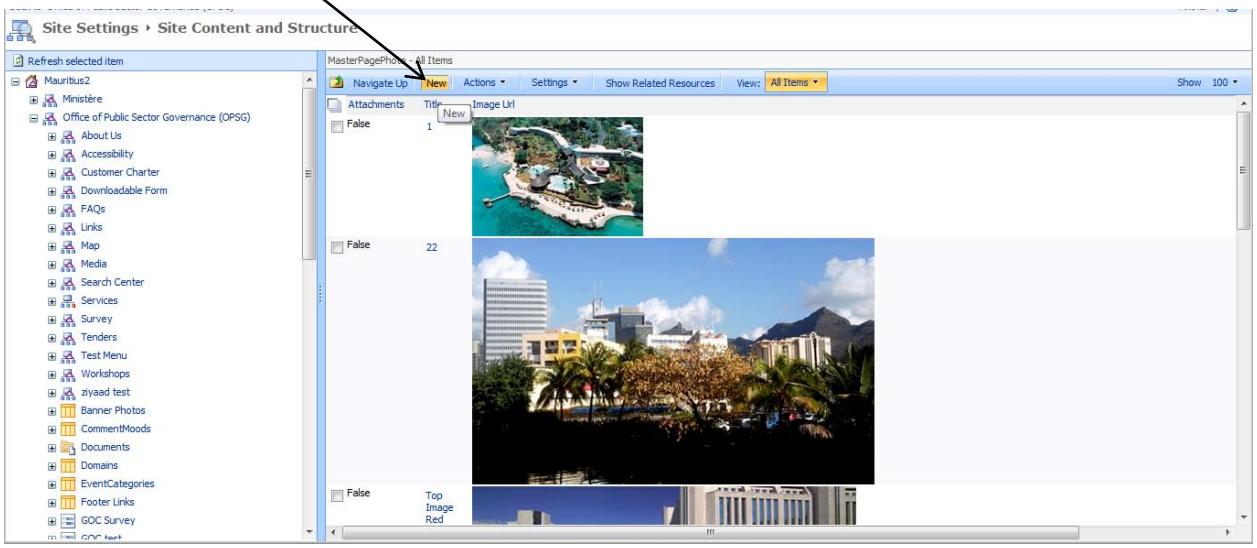
NB: The image that we want to change should already be uploaded in the image library.

1. Go to **Site Actions – Mange content and Structure.**

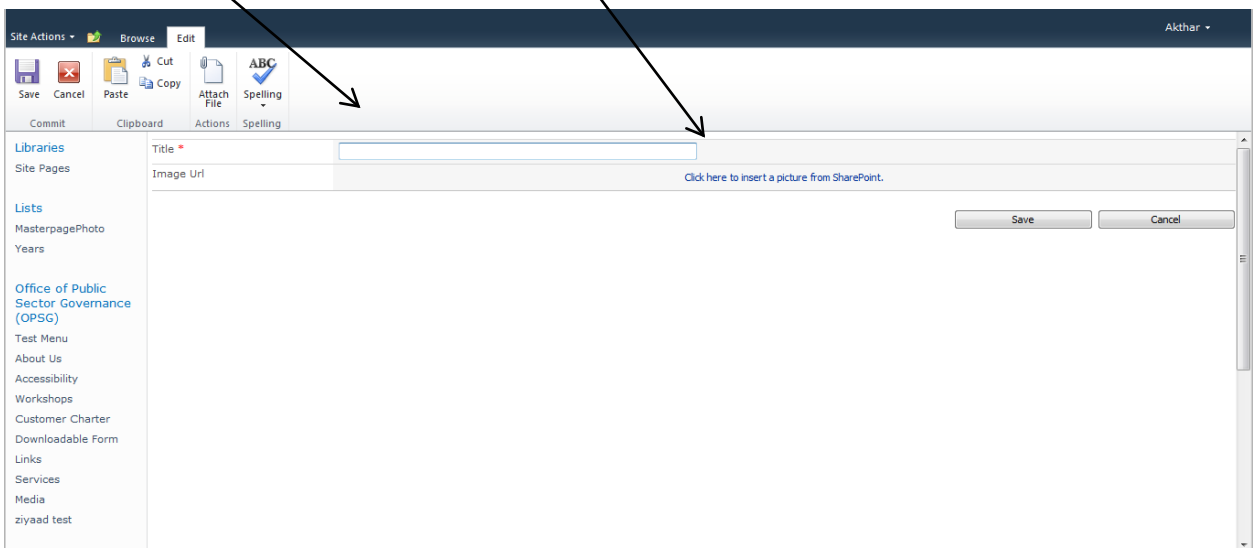
2. Go to **Master Page Photo** – Click on it



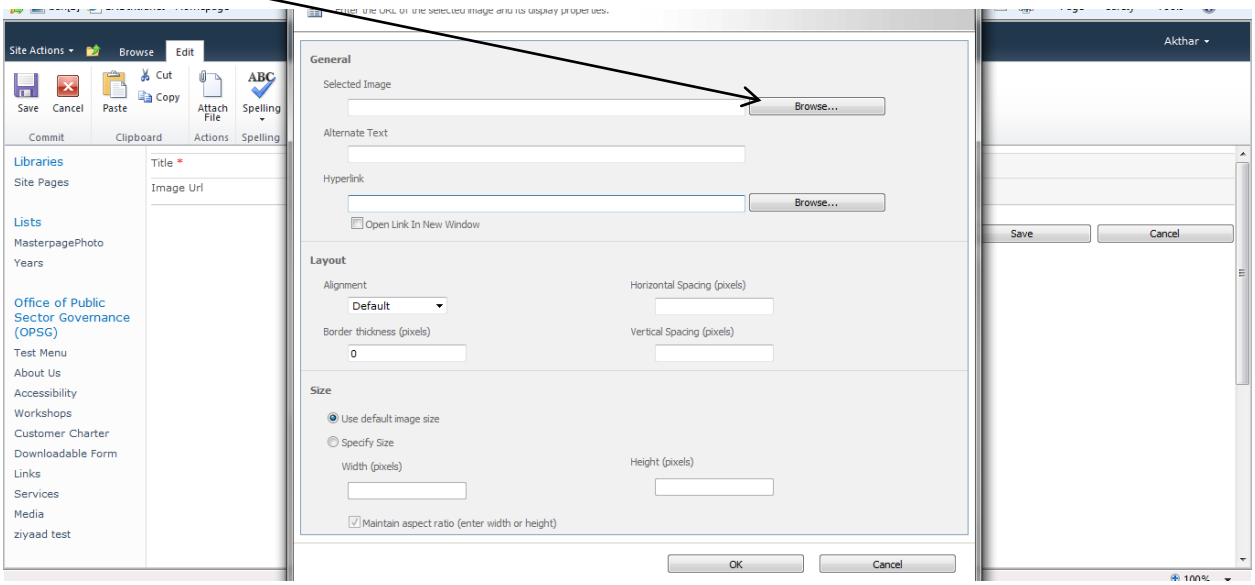
3. - Choose **New Item**



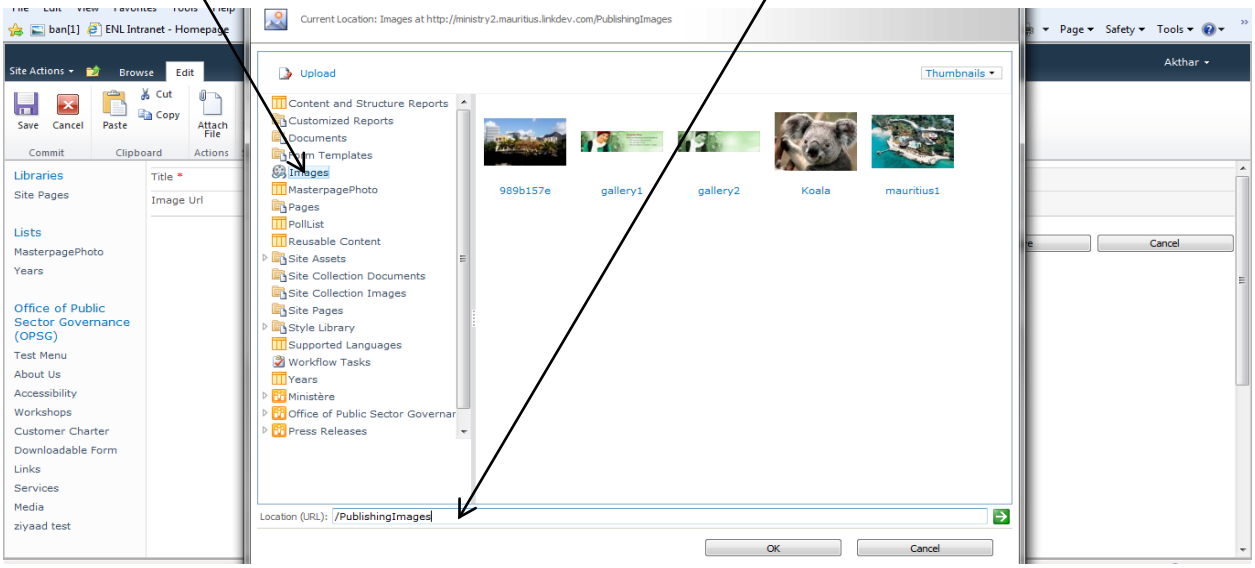
4. Give it a **title** and browse to choose the **required photo**, if the photo is not displayed change the URL Path to /English/



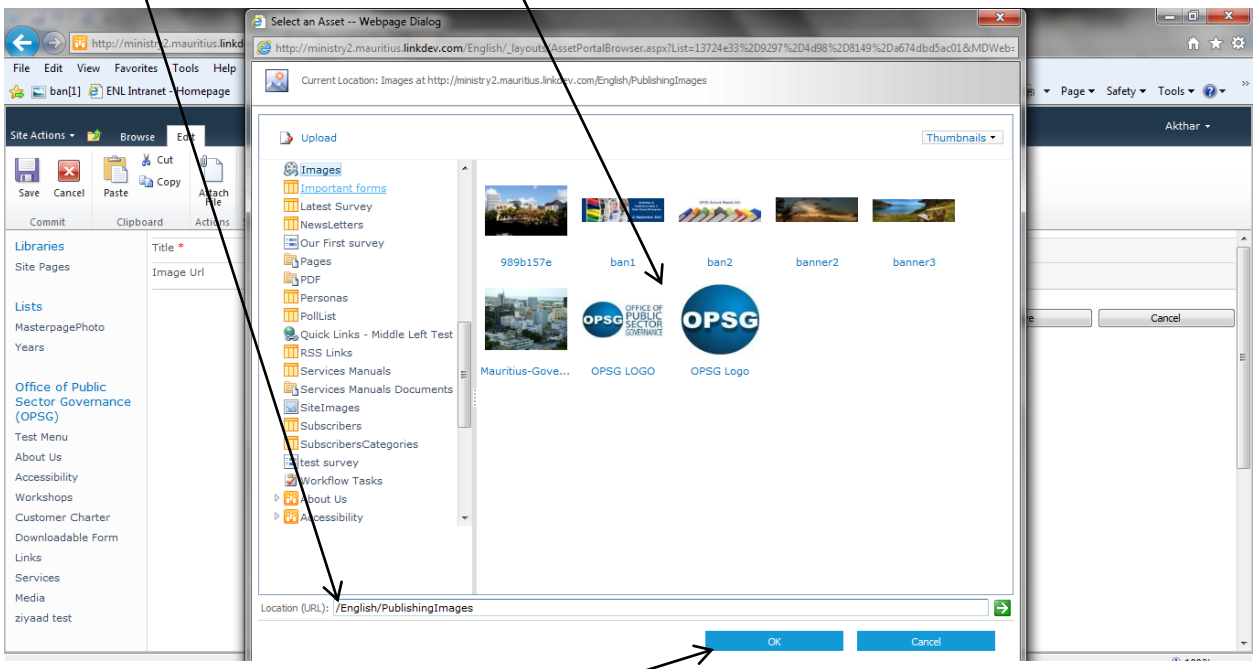
5. Click on **Browse** to select the desired photo



6. Click on **images** if the desired photo is not displayed change the **location url to:** /English as shown in the screens below.



7. **Location url changed** and the desired photos are now displayed.



8. Choose the desired Photo and Click on **ok**.

Footer Reordering

To remove undesired menu item from the footer:

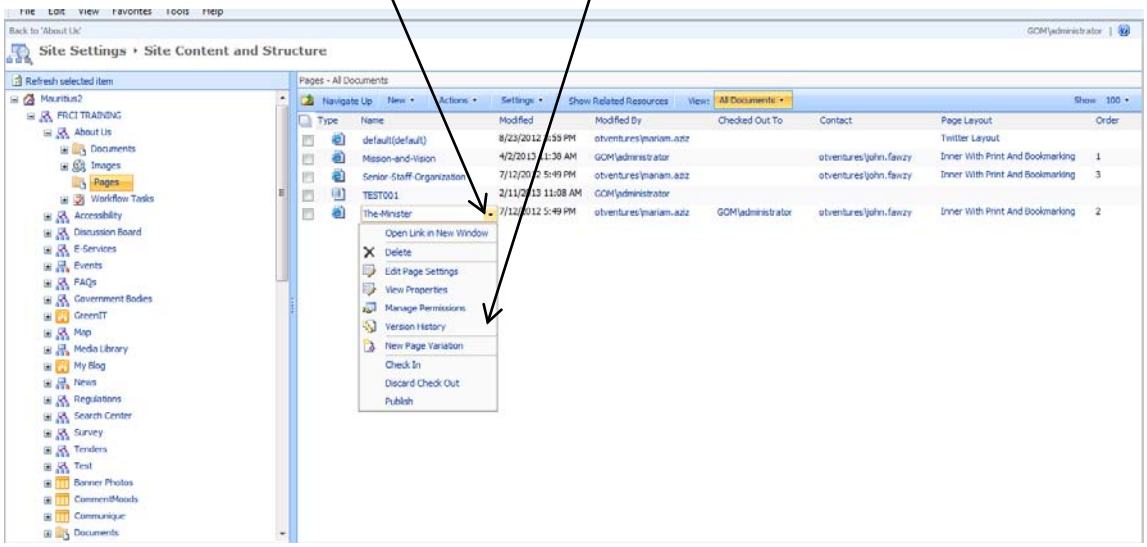
1. Click on Site Action – Site Setting – navigation – Current Navigation
2. Hide the undesired site from there.

Version History – Recovering previously modified or deleted pages

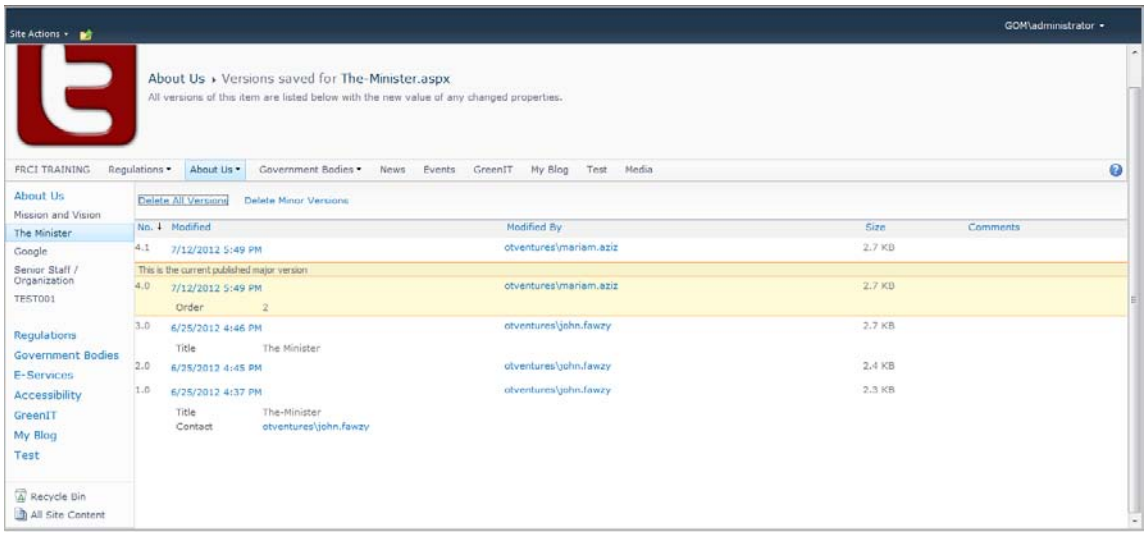
Note we can recover only those pages that have been published.

Go to site Action - Manage content and Structure - the desired site and pages where you need to recover the page

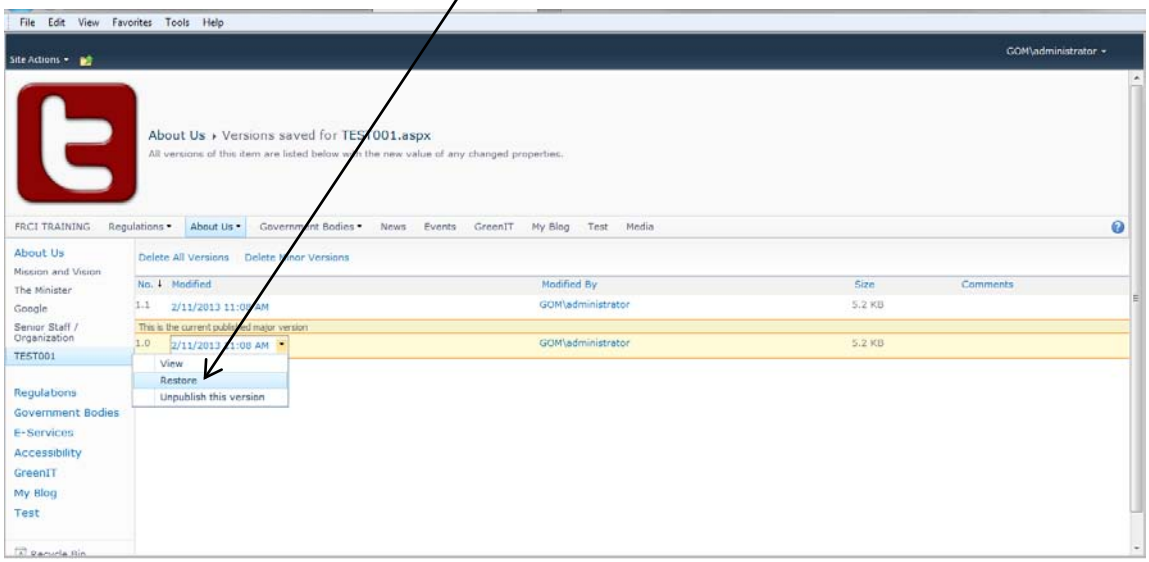
1. To recover a page click on the page and check out the page.
2. Click on the small arrow and click on version history



Choose the desired previous good version


About Us › Versions saved for The-Minister.aspx
All versions of this item are listed below with the new value of any changed properties.
Delete All Versions
Delete Minor Versions

3. Click on the arrow and click on restore.
4. Publish your page



Some Tips

Changing the order of the page in the list content viewer

1. click on the page
2. site action view all sites contents
3. click on the page select edit properties and change the order
4. to change default admin name, type portal_farm click on check names
5. click on the portal farm and choose the first option

Webpart

We can add as much web part as we can but this will distord the left hand web part and right hand web part. so we need to add the web part in such a way so as to compensate the blank spaces left.

Web part can be moved from one zone to another .

Edit the webpart - layout - in the zone section choose the zone where you want to move it.

Note if by mistake a document of image is found in the pages library then the document or image should be published, if not user will not find the document, you find an error message, page not found.

Images

News Images

- Recommended size 235 X 165

Banner Photos

- Recommended size is 680 x 182

Media Library

- Recommended size 1252 x 626

Intranet

Announcement

1-Go to ‘Announcements’ module by pressing ‘Read More Announcements’ link

2-Go to ‘Site Actions’

3-Press the ‘New Page’ Link

4-Insert Announcement title

5-Press the ‘Create’ button

6-Insert Announcement data:

- Title*
- Description *
- Publishing Date *
- Image
- Body *
- Expiry Date *
- Disable Comments
- Display on News Ticker

7-From the ‘Publish’ tab, Press the ‘Publish’ button, then press ‘Continue’ for the confirmation message

Editing Announcement

1-Go to ‘Announcements’ module
2-Select to view the detailed page of an announcement
3-Go to ‘Site Actions’
4-Press ‘Edit Page’ link
5-Edit in the announcement fields
6-From the ‘Publish’ tab, Press the ‘Publish’ button

Deleting an announcement

1-Go to ‘Announcements’ module
2-Select to view the detailed page of an announcement
3-Go to ‘Site Actions’
4-Press ‘Edit Page’ link
5-Go to ‘Page’ tab, Press ‘Delete Page’ then press OK for the confirmation message

Document Library

1- Below the Document Library, Press ‘Add Document’ link
2- Browse for the document, then press OK for confirmation
3- Go to ‘Site Actions’
4- Press ‘View All Site Content’ link
5- Below ‘Document Libraries’ section, press ‘Documents’
6- Hover on the document that is needed to be approved, and press the arrow displayed beside it
7- Press ‘Check Out’ to perform modifications, and ‘Check In’ when modifications are done
8- Press ‘Manage Permissions’ to manage access of uploaded document
9- Press ‘Approve/Reject’ button
10- Then choose ‘Approve’, then press OK

Manage document Library

Below the Document Library, Press ‘Add Document’ link
Browse for the document, then press OK for confirmation
Go to ‘Site Actions’
Press ‘View All Site Content’ link
Below ‘Document Libraries’ section, press ‘Documents’
Hover on the document that is needed to be approved, and press the arrow displayed beside it
Press ‘Check Out’ to perform modifications, and ‘Check In’ when modifications are done
Press ‘Manage Permissions’ to manage access of uploaded document
Press ‘Approve/Reject’ button
Then choose ‘Approve’, then press OK
Login as Employee
Browse the Document Library,paging is generated when number of items increase
Following details displayed for documents:

- Document Name
- Document File Type
- Date the document was last modified

Press on document to view

Right click on a document to download, press ‘Save Link As’

Choose a location, press OK for confirmation

Create new Folder

1- Go to ‘Site Actions’
2- Press ‘View All Site Content’ link
3- Below ‘Document Libraries’ section, press ‘Documents’
4- Press on any item, then from ‘Documents’ tab, press ‘New Folder’
5- Insert the folder’s name
6- Hover on the Folder that is needed to be approved, and press the arrow displayed beside it
7- Press ‘Approve/Reject’ button
8- Then choose ‘Approve’, then press OK

Edit Folder

1- Go to ‘Site Actions’
2- Press ‘View All Site Content’ link
3- Below ‘Document Libraries’ section, press ‘Documents’
4- Press on any folder/document, then from ‘Documents’ tab, press ‘Edit Properties’
5- Edit in the fields, then press OK

Delete Folders / Documents

1- Go to ‘Site Actions’
2- Press ‘View All Site Content’ link
3- Below ‘Document Libraries’ section, press ‘Documents’
4- Press on any folder/document, then from ‘Documents’ tab, press ‘Delete Document’
5- Press OK for confirmation

Move Files From Folder to Folder

1- From ‘Document Library’, press the folder you want to move the file to it
2- Copy its URL
3- Go to ‘Site Actions’
4- Press ‘View All Site Content’ link
5- Below ‘Document Libraries’ section, press ‘Documents’
6- Press a documents
7- From ‘Documents’ tab, press ‘Send to’, then ‘Other Location’
8- Paste the URL in ‘Destination document library or folder’
9- Check Yes or No for updates as needed
10- Press OK for confirmation

Calendar

1- Go to ‘Detailed Calendar’ module
2- Go to ‘Site Actions’
3- Press the ‘View All Site Content’ Link
4- From ‘Lists’ section, Press ‘Calendar’
5- Press ‘Add’ in the square of the date that will contain the event
6- Insert Event data:
    - Title *
    - Location
    - EventType *
    - Start Time *
    - End Time *
    - Description
    - All Day event
    - Recurrence
    - Duration

7- Press ‘Save’
8- Login as Employee
9- Browse the Calendar of Events
10- Move the mouse over a specific day that contains events, to display the tooltip, tooltip will show the following for each event:
    - Start Date
    - End Date
    - Event Title (Clickable to details)

11- Go to ‘Detailed Calendar’, then press to view as Month, Week or Day view

Calendar – Event Type

1- Go to ‘Detailed Calendar’ module
2- Go to ‘Site Actions’
3- Press the ‘Events Types’ Link
4- Press ‘Add New’
5- Insert event type and select its color:
    - Title *
    - Color *

6- Press the ‘Save’ button

Edit event Type

1- Go to ‘Detailed Calendar’ module
2- Go to ‘Site Actions’
3- Press the ‘Events Types’ Link
4- Select an event type to edit it.
5- Update the Event type name and its color.
6- Press the ‘Update’ button

Delete Event Type

1- Go to ‘Detailed Calendar’ module
2- Go to ‘Site Actions’
3- Press the ‘Events Types’ Link
4- Select an event type to delete it.
5- Press the ‘Delete’ button